Request for Information, RFI
For
Single Sort, Private Vendor Provided Recycling Services
For
Barron County Wisconsin

Issued By:
Barron County Department of Administration
Jeffrey S. French, County Administrator
335 East Monroe Avenue
Room 2130
Barron, WI 54812
715-537-6840
jeff.french@co.barron.wi.us

Issued on Behalf of:
Barron County Waste to Energy Facility
Ray Zeman, Waste & Recycling Plant Manager
585 10 ½ Avenue
Almena, WI 54805
715-357-6566 - Ext. 4
ray.zeman@co.barron.wi.us

Issued Under the Authority of:
Barron County Solid Waste Board BC SWB
Mr. Bill Schradle, Chair, SWB, BC Board of Supervisors, District 7
Mr. Pete Olson, Vice Chair, SWB, Citizen Member
Mr. Burnell Hanson, BC Board of Supervisors, Second Vice-Chair, Supervisor District 21
Mr. Jim Gores, BC Board of Supervisors, District 9
Mr. Steve Johnson, BC Board of Supervisors, District 13
Mr. Andrew Mommsen, BC Board of Supervisors, District 18
Mr. Bob Heil, Citizen Member
Mr. Terry Skaar, Citizen Member
Mr. Ken Scheps, Citizen Member
Mr. Bob Rogers, BC Board of Supervisors, District 1, (Ex-Officio)
#1.  **Response Timeline:**

- RFI Approved by Solid Waste Board: October 2nd, 2018
- RFI Publication and Mailed to Haulers by October 9th, 2018
- Mandatory RFI Meeting w/ Vendor Questions: November 30th, 2018
  Barron County Government Center
  335 East Monroe Avenue, RM 2151
  Barron, WI 54812

  No questions will be answered after noon, 12:00 pm on Friday December 7th.

- Return of RFI to County: January 11th, 2019
- Review of RFI from Vendors February, 2019
  By SWB
- Selection Criteria Development for Request for Proposals: To be Determined

#2. **Contact Information:**

- Administrative Questions: Jeff French, County Administrator
  (Process, timelines, overall outcomes, etc.)
  jeff.french@co.barron.wi.us
- Technical Questions: Ray Zeman, WTE Plant Manager
  (RFI specifics, such as tons of recycling per year,
  recycling composition, equipment currently utilized by the County, drop off locations, etc.)
  ray.zeman@co.barron.wi.us

  All questions pertaining to the RFI will be separated as outlined above. Administrative questions to be directed to CA French. Specific or technical questions to be directed to WTE Plant Manager Zeman. No questions will be answered after noon, 12:00 pm on Friday December 7th.

  All questions shall be in the form of an email directed to the appropriate person as outlined above. Responses to such questions and requests shall be at the County’s sole discretion and nothing in this RFI shall create an obligation on the County to respond to the submitting party or at all. The County at its sole discretion may issue addenda to the RFI containing responses to questions and requests for information, clarifications of the RFI, revisions to the RFI or any other matters that the County deems appropriate. These addenda will be posted to the Barron County website. [https://www.barroncountywi.gov/](https://www.barroncountywi.gov/). It is the respondent’s responsibility to monitor this web site for addenda and to comply with their terms.

  Oral responses by any County employee, County Board Supervisor, or Agent of the County are not binding and shall not in any way be considered as a commitment by the County.
#3. **Statement of Purpose:**
Barron County, since approximately 1990, has been conducting its own recycling program through County supplied labor, materials and equipment.

The purpose of this RFI is for Barron County to begin exploring the possibility of outsourcing recycling activities to a private vendor while allowing individual municipalities to offer single sort, curbside and recycling services to their taxpayers. Barron County, through the chosen private vendor, would continue to provide recycling services at the current WTE/Recycling Center along with dropboxes strategically located throughout the County. The dropboxes would be provided for, and maintained by, the successful private vendor.

Through the process Barron County wishes to increase and enhance recycling services across the County and move towards a more centralized recycling management system, by offering single sort recycling.

As part of the RFI/RFP process Barron County will be seeking information from the vendor on back-haul of MSW at a substantially reduced rates, during the months of December to April.

All decisions pertaining to this RFI, or the anticipated future RFP, of the Barron County Solid Waste Board are final. Any resolutions or ordinances changes recommended by the BC SWB and duly passed by the Barron County Board of Supervisors shall become effective upon passage or as allowable by Wisconsin Law.

#3.1 **Target Audience:**
The target audience for the RFI is primarily Barron County management and staff, including the Solid Waste Board. However, any information shared with Barron County is potentially a public document and therefore subject to a Wisconsin Open Records request.

#4. **Basic Facts about Barron County:**
- **On the Globe** - Barron County is located at: 54.4182 N Latitude & -91.8528 Longitude
- **Elevation** - 1,000 to 1,620 feet
- **Largest City** - Rice Lake, population 8,599 (2015 Estimate), the largest primary retail center between Eau Claire, Wisconsin, Superior, Wisconsin/Duluth, Minnesota and Minneapolis/St. Paul, Minnesota.
- **County Seat** - Barron, Est. population 3,378
- **From Here to (From Rice Lake)** - Eau Claire: 60 miles, Superior/Duluth: 100 miles, Milwaukee: 321 miles, Twin Cities: 106 miles, Chicago: 395 miles, Iowa: 262 miles, Michigan: 250 miles. Running East and west through Barron County are US Highway 8 and State Highway 48. Extending North and South are State Highway 25 and US Highways 63 and 53 (a four-lane divided highway that connects to Interstate 94 in Eau Claire.)
● **Lay of the Land** - Size: 864 Square Miles (554,240 acres)
● **Density** - 53.6 people per square mile
● **Farm Acreage** - 56 percent, approximately 309,750 acres
● **County Forest** - 16,390 acres
● **State Fish and Wildlife Area** - Approximately 6,000 acres
● **Number of Lakes** - 364
● **Area in Lakes** - 18,289 acres (3.3% of land area)

**Quick Facts from 2010 Census:**
● Population - 45,870
● Females - 50.3%
● Males - 49.7%
● White - 96.1%
● Black or African American - .9%
● American Indian or Alaska Native - .9%
● Hispanic or Latino - 1.9%
● Asian - .5%
● Persons reporting two or more races - 1.1%
● Persons under 18 - 22.1%
● Persons 65 and older - 18.2%

**Households**
● Housing Units - 23,614
● Households - 19,173
● Persons per household - 2.36
● Homeownership rate - 73.7%

**Income**
● Estimated median household income (2010) - $42,601
● Below poverty - (2010) - 11.9%
● Children below poverty (2010) - 20%

*Source: Spooner Advocate, 2018 Barron County Today: Publisher/Page Designer Janet Krokson, used with permission, 2018-6-15.*

#5. **Current Historical Data - Barron County Recycling Program:**

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<th>MATERIAL</th>
<th>YEAR</th>
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The successful vendor will disclose to Barron County, on a quarterly basis, recyclables collected at all locations by type along with the tons of non-recyclables collected in Barron County and the manner in-which these non-recyclables were disposed of. Second, the successful vendor will disclose to Barron County the revenue collected from Barron County, by type on a yearly basis. Third, Barron County is desirous to enact a profit sharing model with the successful vendor when recyclable prices increase.

**#5.1. Current Recycling Drop Box Locations:**
See Exhibit A.

**#5.2. Listing of Barron County’s current Recycling Center Assets:**
See Exhibit B.

**#6. Proposed Length of Contract Terms:**
It is Barron County’s intent to issue a Request for Proposal, following the RFI process which would result in a five (5) year contract with the successful vendor, along with the contract providing for a single five (5) year renewal. ****NOTE**** Other lengths of terms may be discussed at the RFI meeting. Contemplated language within this contract will consist of a mutual 60 day agreement for termination. Second, the successful vendor shall disclose to Barron County the full extent of their available resources to adequately provide all Barron County municipalities with curbside single sort recycling if the local municipality so desires. Third, the chosen vendor will disclose to Barron County, in detail, their ability to properly manage, transport, store and dispose of recyclables collected within Barron County while demonstrating they have the knowledge and working capacity to properly handle per Wisconsin DNR and EPA standards recyclables collected. Fifth, the successful vendor will work cooperatively with Barron County WTE Facility so as to provide at a reduced, winter rate, municipal solid waste, of a satisfactory nature during the months of December to April.

The above representations do no represent the formation of a contract, are illustrative only, and may change, based on the wishes of the BC SWB.
#7. Rule of Law:
This RFI and the anticipated RFP to follow shall be governed by Wisconsin Law, with any legal action to be resolved within the Barron County Court system.

#8. Conflict Resolution:
This RFI and the anticipated RFP shall follow this process for dispute resolution.

A. Meeting discussion with WTE Plant Manager, recommendation from WTE Plant Manager.
B. Meeting discussion with County Administrator, recommendation from County Administrator.
C. Meeting with Solid Waste Board. Determination of Solid Waste Board is final.

All parties to this RFI and future RFP agree to abide by this process and at any time by mutual agreement the process can be terminated and a mutually agreed upon solution implemented.

#9. Mandatory RFI Meeting:
There will be a mandatory Request for Information, RFI meeting, to be held at:
Barron County Government Center
Room 2151
335 East Monroe Avenue
Barron, WI 54812

1pm on Friday November 30th.

*Any vendor wishing to respond to the future RFP must attend this mandatory RFI meeting.*

The purpose of this meeting will be to review the RFI, along with a general discussion and exchange of information pertaining to any future RFP or other specific policy changes pertaining to the Barron County Recycling program.

#10. Rejection of Proposers:
The Barron County Solid Waste Board, BC SWB, reserves the right to reject any potential vendors for any reason it chooses. Second, attendance at any meetings, pertaining to this RFI or anticipated future RFP, does not communicate an endorsement by the BC SWB, or BC Board of Supervisors. Third, attendance by a single vendor at any meetings, pertaining to this RFI or anticipated future RFP, does not mean the County has any responsibility to select this particular vendor.

#11. Multiple Vendors:
Barron County, will not accept “split” bidding from various companies. The BC SWB will only issue a single contract to a single vendor.
#12. Force Majeure - Casus Fortuitus:
Barron County will not be held responsible for force majeure in connection with issuing this RFI, or meetings connected thereto, or the anticipated future RFP.

#13. Current County Ordinances:
See Exhibit C., Ordinance #5-93, Barron County Recycling Ordinance.
This RFI and the anticipated RFP will not include the City of Rice Lake or Town of Rice Lake. The successful proposer will abide by the current County Recycling Ordinance and any future changes thereto.

#14. Submission Requirements:
Respondents to the RFI must have a minimum of five (5) years experience in the operations of a municipal recycling facility and have experience implementing a county wide MSW, recycling system for waste generators. Each respondent who submits a response to this RFI shall include the following information in the order listed.

A: Primary Contact for the Respondent:
Including the name, mailing address, email address and telephone number for the Primary Contact Respondent.

B: References:
A minimum of five (5) business references from municipalities, including the contact name, municipality name, mailing address, email address and telephone number.

C: General Operating Plan:
Describe the general operating plan for collection, processing, sorting, transfer, storage, and transport to the recommended recycling facility. Please describe the daily operations and process of how recyclable materials will be separated from the waste stream, in addition to the process for handling unmarketable materials and bulk items. Describe within the plan of operations how liquid wastes and other contaminants will be treated and diverted from the recycling center and to what location. Describe how recovered recyclables and organics will be processed, separated, and marketed, or, where applicable, diverted for reuse., e.g. pallets, including storage times on site. Wastes that are not recyclable or reusable will need to be coordinated with the BC WTE Plant Manager for burning or other proper disposal.

D. Origin and Composition of Waste:
Describe within the General Operating Plan, how recyclables, the origin, composition, of wastes will be sorted, treated, recycled or otherwise disposed of. The wastes generated within Barron County are generally anticipated to be characterized as municipal solid waste or recyclables.
The co-mingled, wastes available to be processed are expected to have the following composition:

- Paper Products, (primarily newspapers, cardboard, magazines and office paper)
- Plastics (primarily in the form of cups and bottles)
- Aluminum (primarily in the form of beverage cans)
- Other metals (primarily steel and tin, including abandoned/end of life items)
- Glass
- Liquids (primarily unconsumed beverages)
- Organic Wastes (primarily unconsumed foods, it is anticipated this type of waste will be extremely small in volume)
- Bulk items such as wood pallets, packaging materials, plastic film, etc.
- Other (minor amounts of other materials)

E. Weight or Volumes Required: (tons or cubic yards)

Note that recyclable and/or waste quantities will vary at different times of the year. Historically the winter months of December to April are lightest in volume. Describe average and peak waste loading rates, in tons per day, needed or anticipated, as well as anticipated diversion rates that your company can provide so as to adequately document ability to transport large volumes of recyclables.

F. Separation and Sorting Process and Equipment Needs:

Describe the separation and sorting processes your company proposes to be used and the size, type, capacity and general specifications for all equipment proposed to be used for handling, sorting, processing, storage and transport of materials.

G. Method Waste Measurement/Characterization:

Describe how all waste entering your companies proposed recycling facility will be characterized by quantity, type and sources, if available, including collection data on moisture content of waste. Describe the process to be established for reporting metrics back to Barron County of the various types, and amounts of materials processed.

H. Unaccepted/Unacceptable Waste:

Describe how unacceptable wastes will be handled if/when picked up from a Barron County location. Adhering to the list of Wisconsin Department of Natural Resources approved and disapproved materials will be a legally binding condition of this RFI and anticipated future RFP.

I. Capacity and Area, Size, Needed for Proposed Operations/Facility:

Describe the physical construction of the recycling facility to which it is anticipated that Barron County recycling will ultimate end, including but not limited to, building footprint, square footage, interior dimensions, egress/access points, utility connections, energy and water connections, etc., including life expectancy of the facility described. Also, detail the hours of operations for the facility described. Furthermore, describe and affirm that the facility in question complies with
all local, state and federal codes and that these codes are incorporated into the design of the facility.

J. **Plan for Alternate Waste Handling/Disposal:**
Describe the plan for alternate recycling handling procedures during periods when the above described facility is not in operations, including procedures to be followed in case of a major equipment breakdown or failure, and/or natural disaster.

K. **Staff and Training Plan:**
The contractor shall be required to apply equal opportunity employment standards, and also meet applicable state, federal and local safety requirements, including OSHA standards and to provide proof of such compliance to Barron County upon demand.

K.1. **Current Barron County Recycling Staff:**
The successful contractor will communicate to Barron County of their intentions of retaining the current Barron County Recycling Center Staff should they secure a contract from Barron County.

L. **Health, Safety and Emergency Plans:**
The contractor shall provide, a detailed descriptive plan for operational safety, fire prevention, and emergency response that will adequately protect workers and patrons of the recycling facility to which Barron County recyclables end. This plan shall be prepared by an expert in the field of industrial hygiene and safety. Barron County will allow this plan to be prepared by an employee of the contractor/vendor, provided the contractor/vendor can satisfactorily prove the employee had the requisite education, knowledge and skills, to complete a health, safety and emergency plan.

M. **Cost Estimate and Life Cycle Analysis:**
The contractor/vendor shall provide to Barron County, a cost estimate which details the anticipated life cycle for the recycling plant to which Barron County recyclables end. This analysis shall detail sustainable features such as renewable energy, water and energy saving devices, stormwater management best practices, etc.

N. **Site Maintenance Procedures:**
Specify how you will maintain the various drop-off sites, for cleanliness, maintenance, etc.

O. **Change in Recyclable Pricing:**
Demonstrate to Barron County (A): What your company considers to be the major US and International pricing indexes for recycling materials. (B): Describe to Barron County what pricing change mechanism you will insert in the future RFP if/when recyclables increase in price so Barron County taxpayers share in these increased prices.
P. **Additional Information: (Optional)**
Include additional information the respondent believes is relevant to the subject matter of this RFI. Caution, excessive, unnecessary or superfluous information will be rejected and could jeopardize the respondents ability to be selected for the RFP process.

Q. **Annual Wisconsin DNR Recycling Grant Application:**
Contractor will provide, timely, to the County all necessary and accurate data for completion of the annual Wisconsin Department of Natural Resources Recycling Grant application. With all data provided to the County in the format prescribed by the Wisconsin DNR, Recycling Accomplishments Report, (Form 4400-182), showing how recyclable tonnages were reported.

R. **Penalties and Assessments for Contaminated Recyclables Collected:**
Contractor will disclose, within the returned RFI package, a detailed costing outline of penalties which would be imposed for contaminated or unusable recyclables collected through the proposed process.

S. **Order of Responses:**
It is Barron County’s preference that responses from potential contractors respond in a point-by-point manner that is similar to how this RFI is constructed.

T. **RFI & Contract Compliance:**
Each proposer by making a response to this RFI represents that she/he has read and understands this RFI document and the potential future RFP and that all responses, including financial information, etc., is made in accordance with substantial compliance of the document.

U. **Records:**
The proposer shall keep and maintain complete and accurate records in accordance with generally accepted accounting principles. These records shall pertain to the amount and type of material shipped out, the name of purchaser, and such other information and records as proposer may have in connection with the operations of the services being provided for the County.

The Proposer shall provide access to County personnel for review of any books, documents, papers and other records which are directly pertinent to this RFI and potential RFP for the purpose of making an audit or other examination and preparing exerts and transcriptions at the office of the proposer during regular business hours. In the event said records are kept at corporate headquarters located out of the County, the proposer agrees to deliver at its own expense the records requested by the County within five (5) business days after request from the County.
V. **RFI Direction:**
Responders to this RFI are cautioned not to take direction from any source, other than those outlined, within this RFI during the course of this effort. Respondes shall immediately notify the County Administrator of any such requests.

W. **Proper Recycling Procedures:**
The successful vendor will provide to Barron County the mechanisms they will employ to educate citizens of Barron County in proper recycling procedures.

#15. **Use of Responses:**
Responses to the RFI are considered non-binding and are anticipated to be used to assist Barron County in the gathering of information for planning purposes in the development of a future RFP for Countywide recycling services. This RFI will not result in a contract to provide any services to Barron County. The information provided may be used to develop a scope of work or an RFP for contractual services for a single vendor to provide Countywide recycling services. A response to this RFI is not a requirement to propose on a future notice of contracting opportunity or RFP if issued by Barron County. If a future contract is awarded the successful applicant will need to follow the rules and procedures as outlined in a future RFP and accompanying contract approval form. Also, the successful future contractor will be required to work cooperatively with various Barron County Departments and vendors to maximize efficiency and improve recycling services throughout Barron County.

Barron County at its sole discretion may contact respondents for further discussions and request demonstrations of recommended services, solutions, plant operations, truck capacities, DNR, EPA, compliance, etc. Any costs associated with presentations, travel, plant tours, etc., are the sole responsibility of the respondent. Barron County is not obligated to conduct subsequent discussions with any respondent to the RFI and reserves the right to conduct discussions regarding its subject matter with firms that do no respond to this RFI.

#16. **Confidentiality and Public Disclosure:**
Proprietary information contained within the proposer firms RFI data, shall be clearly marked as such. Barron County will work, as much as practical, to prevent distribution of confidential data but Barron County makes no guarantees that it can protect this type of information from an Open Records request, submitted to Barron County in accordance with Wisconsin Public records requests.

Generally, information provided by Barron County to a prospective RFI vendor is public information and therefore a public record. However, Barron County requests that before any information is shared with anyone other than the proposing firm permission is secured from
Barron County to share such information. No other party, including any responder is intended to be granted any rights hereunder. Respondents agree to indemnify and hold harmless the County, its officials, and employees, from and against all liability, demands claims, suits, losses, damages, causes of action, fines and judgements, including attorney’s fees resulting from any use or disclosure of such confidential and/or proprietary information by any respondent or any person acquiring such information, directly or indirectly from any respondent.

#17. Rights and Options Reserved:
Not excluding any other statements of rights, roles or responsibilities stated other places within this RFI Barron County reserves and may at its sole discretion, exercise any or more of the following rights and options with respect to this RFI if the County determines that doing so is within the best interests of the County:

A. To decline to consider any response to this RFI (Response), to cancel the RFI at any time to elect to proceed or not to proceed with any future RFP and/or discussions or presentations regarding this subject matter with any respondent and with firms that do not respond to the RFI, or to reissue the RFI or to issue a new RFI, with the same or similar terms.

B. To waive, for any response any defect, deficiency or failure to comply with the RFI if, in the County’s sole judgement such defect is, material, or not material, to the subject matter of this RFI and the corresponding response.

C. To extend the submission date/time and/or to supplement, amend, substitute or otherwise modify the RFI at anytime prior to the submission date/time by posting notice thereof on the County website https://www.barroncountywi.gov/.

D. To require, permit or reject amendments, including, without limitation, submitting information omitted, modifications, clarifying information, and/or corrections to responses by some or all respondents at anytime before or after the submission date/time.

E. To require, request or permit, in discussion with any respondent any information relating to the subject matter of this RFI that the County deems appropriate, whether or not it was described in the response to this RFI.

F. At any time determined by the County, to discontinue discussions with any respondent or all respondents regarding the subject matter of this RFI, and/or initiate discussions with any other respondent or with vendors that did not respond to the RFI.

G. To do any of the foregoing without notice to respondents or others, except such notice as the County, in its sole discretion may elect to post on the County website.

This RFI and the process described are for the exclusive benefit of Barron County.
#18. **Scope of Services:**
Barron County is endeavoring to reach out and explore the termination of County run recycling services by seeking a single vendor contractor for such recycling services. The County intends to continue its drop-off recycling center program, at the WTE Facility, located south of Almena Wisconsin, while also providing single-sort drop off locations strategically placed throughout Barron County. These drop-off locations will augment existing municipal curbside single-sort recycling programs which are anticipated to occur after selecting a County-wide vendor. All drop-off centers operated by the private contractor must be operated in accordance with all current federal, state and local regulatory zoning and other applicable requirements. Currently Barron County operates twenty-one, (21), drop box locations throughout the County. All recycling drop-off centers will be unmanned units.

**As a part of this RFI process the vendor will recommend to Barron County the number and location of the drop off centers.**

18. A. **Contract Period:**
See #6 above.

18. B. **County Responsibilities:**
Signage for the site that provides information related to the County and operations of the site including, but not limited to, the County’s contact information, illegal dumping information, materials to be collected and any other relevant information deemed necessary to educate the public.

To provide security provisions, which may include video surveillance as well as installation and maintenance of fencing material around the site, if deemed necessary by the County.

Communicate service issues to the Contractor in a timely fashion, one (1) business day would be the proposed County response time.

Pay all non-disputed invoices within thirty-days of receipt of Contractors invoice.

Work cooperatively with the vendor to determine the most appropriate drop-off locations and movement of those locations within Barron County. The Recycling Center located at 585 10 1/2 Avenue, Almena, Wisconsin shall remain open 24 hours per day, seven (7) days per week, 365 days per year, pending any shutdowns for repairs or unforeseen natural occurrences.

In the event the County determines that a site needs to be closed the County shall provide the contractor with a minimum of two weeks notice prior to removal of the containers.

The same will be true if the County is going to add a site, reduce/increase the number of containers at a site or add/delete a service day to a site.
18. C. Contractors Responsibility:

1. The Proposer/Contractor shall at all times endeavor to work cooperatively with the County so as to provide a top quality recycling program.

2. The Proposer/Contractor shall be responsible for transporting and marketing all recyclable materials collected from drop off recycling centers.

3. The Contractor shall provide to Barron County a list of end-users or qualified brokers that will receive the recyclables collected from within Barron County drop-off centers, to include the procedures and parameters used for the sale of the recycling commodities.

4. No recyclable materials collected within Barron County shall be disposed of or taken to a landfill or final disposal facility, or any other type of location. Any recyclable materials collected within Barron County not properly recycled shall be returned to the Barron County Waste to Energy Facility for incineration. If there is doubt by the Proposer/Contractor as if/when recyclables should be returned to BC WTE Facility for incineration the Plant Manager shall be consulted and her/his decision is final.

5. All drop-off recycling centers must be operated in accordance with all current federal, state, and local regulatory, zoning and any other applicable requirements. In addition, the Proposer will also provide a schedule of reasonable times of collection, as well as other related procedures, which will be followed to avoid creating a nuisance or disturbance in the performance of its responsibilities under the contract.

6. The equipment to be used for collection and transportation of materials shall comply with the following minimum standards:
   a. All equipment shall be provided by the Contractor to ensure scheduled collections are consistently completed;
   b. Equipment must be kept in good operating condition at all times and follow a routine maintenance schedule;
   c. Each truck shall be equipped with spill kits to address “normal-level” spills. In the event a large spill occurs, the Contractor shall immediately contact the local agency responsible for spill containment. The Contractor shall then contact the WTE Plant Manager to report the spill.
   d. Containers shall be provided by the Contractor. The containers shall at a minimum provide the following: 1). Operating Plastic Lids (easily lifted by the public);
      2). Labeling (sample shall be provided that shows the placement, size and contents on the label used for public education);
      3). Shall be free from rust stains and truck damage. A painting schedule for all used containers shall be provided by the Contractor.
      4). The color of the container may represent the Contractor’s brand. If the color is different from the Contractor’s branded color, the County shall have final
approval.
5). In the event the container(s) is damaged, regardless by whom, the Contractor shall be required to replace the container(s) within twenty-four (24) hours of being notified by the County, unless the next business day is a Sunday or Holiday and the Contractor is unable to do so because of their day-off.
6). Barron County is amenable to suggestions from the Proposer/Contractor regarding other container attributes not specifically enumerated by this document.

7. The contractor shall provide all personnel required to fulfill the outlined scope of services. The personnel shall at a minimum:
   a. Be trained in all required safety measures for assigned equipment;
   b. Be furnished and wear all proper PPE while performing their assigned duties necessary to perform the scope of services;
   c. Ensure that workers compensation insurance is provided to all employees and subcontractors employees who will be utilized to fulfill the required operations as defined in the scope of services. Evidence of workers compensation insurance is in place must be submitted with the Contractor’s proposal.

8. Barron County will not be held responsible for damage to Proposer/Contract equipment used in connection with this RFI or future RFP, nor will Barron County be held responsible for work related injuries to Proposer/Contractor staff or personnel.

9. A list of all subcontractors shall be provided in the Contractor’s response. This includes employees used to provide collection services to the drop-off centers, maintenance services to the drop-off centers, processing facilities to prepare materials for market and any other subcontractor used by the Contractor to perform specific contractual activities of this RFI.

10. The Contractor shall be fully responsible for any and all activities of the subcontractor’s activities while performing the duties assigned to them to fulfill the scope of services under this RFI. This includes ensuring the subcontractor has all, but not limited to the following: necessary insurances in place, personnel required to fulfill their assigned responsibilities, proper operating equipment, etc.

11. Clean-up ALL residual materials that are not placed in the containers by the public.

12. Ensure that site is free from litter after each site has been serviced.

13. Maintenance service area around the site shall be defined as any area within a twenty-foot (20'-0") radius of where the recycling drop-off containers have been placed.

14. Report to the County sites that consistently are being impacted by fly-dumping.
Reporting shall be done by a phone call and a follow-up email with pictures.

15. The Contractor shall, at a minimum, collect and process the following materials at the drop-off recycling centers: ONP, OCC, clear and colored glass, steel and aluminum cans, plastics 1 through 7, and office paper, white paper, and magazines. The proposer shall also indicate its position regarding expansion of recyclable materials having long term market potential.

As part of this RFI process proposers shall inform the County of plastics they intend to recycle.

16. The Contractor shall provide recycling drop-off centers maintenance services. **Failure to comply will result in rejection of the proposal.** The maintenance services at the sites shall include but not be limited to the following:

17. The Contractor shall not at any time engage in lobbying activities within the State of Wisconsin that will and may cause a disruption in the goals and objectives of the Barron County WTE Facility or Recycling efforts of Barron County.

18. The Contractor shall require that all subcontractors comply with all of the provisions of this contract.

19. The Contractor shall not use the services of any sub-contractor performing services under this RFI, RFP or future contract without the written permission of the County Administrator.

20. Should any changes in the Barron County Recycling Ordinance occur all collected recyclables shall be processed at a Wisconsin Department of Natural Resources self-certified materials recovery facility, (MERF).

21. The successful proposer shall provide to Barron County all residential recycling tonnages collected in Barron County by February 1st of year for collections pertaining to the previous calendar year. All amounts shall be reported to Barron County in the format required by Wisconsin Dept. of Natural Resources, Annual Accomplishments Report.

22. The successful Proposer/Contractor shall work cooperatively with Wis DNR Licensed solid waste transporters, hauling MSW, within Barron County to notify their customers at the start of service, and annually thereafter, of the state recycling requirement. [https://dnr.wi.gov/files/PDF/pubs/wa/wa1619.pdf](https://dnr.wi.gov/files/PDF/pubs/wa/wa1619.pdf)
#19. Proposal Pricing:
The Contractor/Proposer shall provide an overall County-wide costing proposal, by year for the anticipated five year term of this agreement. The BC SWB at its sole discretion shall have the authority to extend this contract for another five year term. If the contract is extended with the same firm a second five year pricing sheet shall be prepared at that time. This cost proposal will include the frequency of service for the sites, and will include the procedure for monitoring and maintaining said sites. It is of paramount importance that the centers be monitored and timely emptied as use dictates to prevent the dumping and blowing of materials around the drop-off centers, and therefore the proposed frequency of service shall be calculated to meet that use, and shall include the cost, if any, for any additional service required over the proposed frequency of service. The proposer will operate, maintain, and empty all drop-off centers for the use and benefit of the residents of the community. All collection containers, provided by the proposer, will be secured, kept clean and in good repair, and shall be painted a distinctly different color than disposal bins, as determined by the County, at no additional cost to the County.

It is also of paramount importance that the sites be constantly maintained in a clean manner, so the proposal shall also include the procedure to be followed to maintain the sites in such a manner, including a penalty provision for failure to do so. Barron County will assess a $250 per occurrence per site penalty against the successful proposer for any site that is not properly maintained.

Reimbursement to Barron County for a percentage of the sale of commodities by the proposer.

#20. Insurance:
Contractor shall at all times during the Contract maintain in full force and effect Employer's Liability, Worker's Compensation, Public Liability and Property Damage Insurance, including contractual liability coverage. All insurance shall be by insurers and for policy limits acceptable to the County and before commencement of work hereunder the Contractor agrees to furnish the County certificates of insurance or other evidence satisfactory to the County to the effect that such insurance has been procured and is in force. The certificates shall contain the following expressed obligation:
"This is to certify that the policies of insurance described herein have been issued to the insured for whom this certificate is executed and are in force at this time. In the event of cancellation or material change in a policy affecting the certificate holder, thirty (30) days prior written notice will be given the certificate holder."
For the purposes of the Contract, the Contractor shall carry the following types of insurance in at least the limits specified below:

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<tr>
<td>Bodily Injury &amp; Property Liability</td>
<td>$1,000,000 per occurrence</td>
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<tr>
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<td>$2,000,000 aggregate</td>
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</table>
Automobile Bodily Injury & Property Damage
$1,000,000 per occurrence
$2,000,000 aggregate

Excess Umbrella Liability
$5,000,000

Contractors Pollution Liability
$5,000,000

Worker’s Compensation
$1,000,000 per accident or illness

The Bidder shall provide its insurance limits to insure the County, and any involved communities and owners of collection sites against general, automobile, and pollution control liabilities. The County shall be listed as an additional insured for ongoing and completed operations for General Liability; additional insured on Commercial Auto and Commercial Umbrella. Insurance shall apply on a primary and noncontributory basis in favor all parties listed herein. Waiver of subrogation in favor of the County applies to all policies.

If the Bidder’s insurance coverage is less than these minimum requirements, the Bidder must submit a statement explaining why its coverage is adequate for the Residential Recycling Drop Off Centers program. The Bidder must be a registered and certified waste hauler with the U.S. EPA and IDEM. The Bidder must further agree to indemnify and hold harmless the County from suits or actions of any nature and description brought against it for, or on account of, any injuries or damage received or sustained by any person or persons, by or from any acts of the Bidder, to include all direct or indirect costs of defense, including attorney fees. The Bidder is also responsible to ensure all subcontractors the Bidder employs for services detailed in this RFI and the Bidder’s Response shall carry Workers Compensation Insurance and any other applicable insurances. Additionally, the Bidder is responsible to ensure all subcontractors the Bidder employs for services detailed in this RFI and the Bidders Response have all required licenses and permits to perform the duties they are performing under this RFI.

#21  Surety:
A.  Bid Bond
For the purposes of this RFI process, no bid bond shall be required.

B.  Performance Bond/Termination Guarantee
1.  The Contractor to whom an award is made shall furnish a certified check on a solvent bank, payable to the County, in the amount of Fifty Thousand Dollars, ($50,000.00) as a guarantee for the faithful performance of the contract and the payment
of expenses and damages incurred under the contract, including the payment of all suppliers, laborers and subcontractors. No surety bond will be accepted.

#22. **Sample Contract:**
All responders to this RFI shall provide to Barron County a proposed sample contract pertaining to the work requested herein.

**Definitions of Terms:**
Proposer: Contractor. Proposer/Contractor means a private company for who the County wishes to contract to provide recycling services.

Designated Drop-Off Center: Specified locations identified by the County for the recycling container provided by the Contractor.

Garbage: Animals and vegetable waste resulting from the handling, preparation, cooking, service and consumption of food.

Recycling Container: A 20 yard container supplied by the Contractor to the drop-off center to place recyclable material in for collection.

Recycling Collection: The 20 yard container supplied by the Contractor to the drop-off center to place recyclable material in for collection.

Recyclable Materials: Reuse or reprocessed materials approved and agreed to by the parties hereto as identified in Appendix A. Recyclables include such items as newsprint, corrugated cardboard, magazines, plastics, bi-metal cans, aluminum, and other materials agreed upon by the County and Contractor.

Recycled Tonnage: The amount of recyclable materials removed by the Contractor from the Crow Wing County waste stream as measured by the tonnage of recyclable materials actually shipped for recycling by the Contractor. Sad tonnage will be based on weight vouchers from certified scales or weight tickets for materials that are shipped to market for reuse.

Refuse: Solid waste from residences that is the result of normal operation, including garbage and rubbish and specifically excluding compost, yard waste, recyclables, and toxic and hazardous waste. Refuse further excludes industrial, commercial, agricultural, and construction garbage or rubbish and wastes.

Rubbish: Inorganic solid waste, including ashes, consisting of both combustible, and noncombustible wastes, dirt, household construction materials, cement, bricks, crockery, and other non-reusable waste. Rubbish also includes types of glass, paper, cardboard and metal cans.
Toxic and Hazardous Waste: Waste materials including but not limited to poisons, wastes, radioactive materials, flammable or explosive materials, and similar harmful chemicals and wastes which require handling and must be disposed of in a matter to conserve the environment and protect the public health and safety.

Yard Waste: Garden waste, leaves, lawn cuttings, weeds, shrub and tree waste, and pruning.

Fly-Dumping: Illegal dumping, or "fly dumping," is the dumping of any waste material on public or private property. Illegal dumping endangers public health and can decrease surrounding property values. Discarded tire and other waste materials capture and hold rainwater. Standing water is a prime breeding ground for mosquitoes, which can carry West Nile Virus.

2018-8-9, 2018-8-14,2018-8-30, 2018-8-31, 2018-9-12
Barron County
Recycling Drop Box Locations

NEXT TO TOWN SHOP ON USH 63 BARRONETT
CORNER OF RAYMOND & 3RD ST
VILLAGE PARK BRILL
NEXT TO LOCK LOMOND STORAGE AREA
BEHIND BURGER KING
*cardboard recycling
NE CORNER OF 48 & 1ST AVE
TOWN SHOP @ HWY 25 & 48
BEHIND VILLAGE HALL
GORDY'S PARKING LOT
*cardboard recycling
BEHIND BARRON HIGH SCHOOL
BEHIND CAMERON AUTO BODY SHOP
*cardboard recycling
BEHIND NURSING HOME
ACROSS FROM TREATMENT PLANT ON WATER ST
*cardboard recycling
NEXT TO TOWN HALL REEVE
TOWN SHOP NORTH OF VILLAGE

*cardboard recycling is also available at some locations as noted
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## Fixed Assets By Location

### Location 35
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## Fixed Assets By Location

### Location 35  
**RECYCLING CENTER**

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Room Total: 1,007,534.77 594,515.80 29,565.73 624,081.53
Location Total: 1,007,534.77 594,515.80 29,565.73 624,081.53
Grand Total: 1,007,534.77 594,515.80 29,565.73 624,081.53
ORDINANCE NO. 5 - 93  
BARRON COUNTY RECYCLING ORDINANCE

The Barron County Board of Supervisors do ordain that Section 8 of the General Code of Ordinances for Barron County is created to read as follows:

8.03 TITLE. The title of this ordinance shall be the Barron County Recycling Ordinance.

8.05 AUTHORITY. The authority to enact this ordinance is provided pursuant to WI Stats. WI Stats. 59.02, and Barron county ordinance 692.

8.07 PURPOSE. The purpose of this ordinance is to regulate and require the separation, collection and processing of recyclable materials to the greatest extent feasible. The provisions of this ordinance shall apply to any in-state and out-of-state municipalities and persons disposing of solid waste at a solid waste landfill or waste-to-energy facility within the county.

8.08 MANDATORY RECYCLING. Owners and occupants of single-family and multifamily residences and non-residential facilities residing or conducting business within any member municipality within the Barron County responsible unit, are required to separate and recycle, from their municipal solid waste, those items identified in 8.13 of this ordinance.

8.09 DEFINITIONS:
(a) "Bimetal container" means a container for carbonated or malt beverages that is primarily made of a combination of steel and aluminum.
(b) "Curbside collection" means the collection of recyclable items, usually at the curb, from single-family and 2-4 unit residences, multifamily residences and nonresidential facilities.
(c) "Drop-box" means container owned by Barron County and used for the disposition of recyclable items.
(d) "HDPE" means high density polyethylene.
(e) "Li-ion battery" such as a car or marine battery.
(f) "Major appliance" means a residential or commercial air conditioner, clothes dryer, clothes washer, dishwasher, freezer, microwave oven, oven, refrigerator or stove.
(g) "Materials recovery facility (MRF)" means the Barron County Recycling Facility located at the Barron County Waste-To-Energy Facility.
(h) "Member municipality" means a city, village, town or solid waste management system which is part of the Barron County responsible unit and did not adopt a resolution pursuant to WI Stats. 159.09(1)(c) prior to September 16, 1990, or enter into a contract with Barron County pursuant to WI Stats. 159.09(1)(d) after September 16, 1990.
(i) "Multifamily dwelling" means a property containing 5 or more residential units, including those which are occupied seasonally.
(j) "Multiple-municipality responsible unit" means a responsible unit under WI Stats. 159.09(1) that is made up of more than one unit of government or solid waste management system.
(k) "Municipal solid waste (MSW)" means household waste or solid waste from commercial or industrial sources that does not contain hazardous waste and does not contain any process waste which is the direct or indirect result of the manufacturing of a product or the performance of a service such as dry cleaners or paint shops.
(m) "Municipality" means any in-state or out-of-state city, village, town, or county. (n) "Non-recyclable material" means any item that is not recyclable item as defined in 8.13 as amended.
(o) "Non-residential facilities and properties" means commercial, retail, industrial, institutional and governmental facilities and properties.
(p) "Owner" means any individual, corporation, partnership, association, or local government unit.
(q) "Out-of-state unit" has the meaning specified in WI Stats. 159.01(4).
(r) "Person" has the same meaning as 8.09(p).
(s) "PETE" means polyethylene terephthalate.
(t) "Recycling" has the meaning specified in WI Stats. 159.13(1)(h).
(u) "Recyclable materials" means any item as designated in s. 8.13 of this ordinance, as amended.
(v) "Residential properties" means properties containing single-family and 2 to 4 family residential units, including those that are occupied seasonally.
(w) "Responsible unit" has the meaning specified in WI Stats. 159.01(9).
(x) "Reuse" means using a component of municipal solid waste again for its original

(xa) "Solid Waste Management Board" is the Barron County Solid Waste Management Board created by the Barron County Board of Supervisors on March 20, 1989
(y) "Waste reduction" means decreasing the quantity of materials or products or both that are generated as waste or disposed.
(z) "Yard waste" has the meaning specified in WI Stats. 159.01(17).

8.11 APPLICABILITY. The provisions of this ordinance apply to the following: (a) A member municipality or out-of-state unit.
(b) Occupants of single-family residences, seasonal residences, property containing 2 or more dwelling units and non-residential facilities and properties.
(c) Owners or agents of properties containing 5 or more dwelling units.
(d) Owners or agents of non-residential facilities and properties. 8.13 RECYCLABLE MATERIALS: The following material; are considered recyclable and are prohibited from land disposal and incineration:
(a) Aluminum container.
(b) Glass container.
(c) Steel container.
(d) Bimetal container.
(e) Any other materials as designated by the Solid Waste Management Board.

8.15 DISPOSAL AND INCINERATION PROHIBITED. Except as provided by WI stats. 159.07(7), it is illegal to dispose of in a landfill or incinerate in a waste-to-energy facility any of the materials listed in sec. 8.13, as amended, that have been separated for recycling. It is also illegal to dispose of in a landfill or incinerate in a waste-to-energy facility any lead acid battery, major appliance.

8.17 OWNERS/AGENTS OF MULTIFAMILY RESIDENTIAL AND NONRESIDENTIAL PROPERTIES AND FACILITIES. Owners and/or agents of
Multi-family residential properties containing 5 or more dwelling units and nonresidential properties and facilities are required to separate, from municipal solid waste, and recycle those materials identified in sec. 8.13. In addition, owners and or agents under this section must:

(a) Provide adequate, separate containers for the collection of recyclable materials.

(b) Notify tenants, users and occupants, including seasonal tenants, in writing at the time of renting or leasing the dwelling and at least semiannually thereafter of the recycling program.

(c) Provide for the collection of recyclable materials separated from the solid waste by the tenants and the delivery of the recyclable material to the materials recovery facility, a broker or end user. Recyclables collected privately from entities under this section are the properties of those entities.

(d) Notify tenants, users and occupants of the reasons to reduce and recycle, which materials are collected, how to prepare recyclable materials in order to meet processing requirements, collection methods or sites, location and hours of operation, and a contact person or company, including name, address and phone number.

8.19 COLLECTION AND COMPLIANCE. Occupants of residential properties, as defined in Section 8.09(v), are required to separate those items identified in Section 8.13 and deliver recyclable materials to any one of the recycling drop-boxes located within the county, or contract with a private vendor for curbside collection of recyclable materials. Unless required by law, curbside collection of recyclable materials from occupants of residential properties shall be the responsibility of the occupant. Any private vendor engaged in curbside collection of recyclable materials as defined in Section 8.13 of this ordinance shall, before engaging in any such collection, enter into a contract with Barron County as the responsible unit which is approved by the Barron County Solid Waste Management Board. Such contract shall define the terms and conditions which the private vendor shall be responsible for and follow in collecting the recyclable materials within the Barron County Responsible unit territory. Any recyclable materials collected under this section shall be delivered to the material recovery facility as defined in Section 8.09(g). All recyclable material collected under this section shall be in a form that meets the specifications of the materials recovery facility.

8.21 NON-RECYCLABLE MATERIAL PROHIBITED. It is illegal for any person to dispose of a non-recyclable material in a recycling drop-box or place a non-recyclable material at the curb for curbside collection.

8.22 THEM OF RECYCLABLE MATERIALS PROHIBITED. It is illegal for any person to take any recyclable material from a recycling drop-box or from the curb for those materials set out for curbside collection.

8.23 ENFORCEMENT. Any authorized officer, employee or representative of Barron County shall enforce the provisions of this ordinance. Any person who violates any section of this ordinance shall receive a written notice of the violation from the county which states the violation and the corrective measures to be taken. Failure of the alleged violator to take the prescribed corrective measures within the stated time period will result in the issuance of a citation pursuant to WI Stats. 66.119.
8.27 PENALTIES. Any person who violates any provision of this ordinance is subject to a forfeiture of $50 for the first violation, $200 for the second violation, and not more than $2,000 for a third or subsequent violation. In lieu of the above forfeitures, the circuit court may require 8 hours of community service at the material recovery facility for the first violation, 16 hours for the second violation, and 24 hours for the third and subsequent violation.

8.28 REPORTING REQUIREMENTS. Any private vendor or purchaser operating within the Barron County Responsible Unit territory engaged in the buying of recyclable materials, or otherwise receiving such materials from individuals involved in private recycling, shall report quantities of recyclable materials processed. Such reporting shall be done to the Barron County Waste to Energy facility annually, or as required by the facility manager.

8.29 INSPECTION. Any authorized officer, employee or representative of Barron County may enter and inspect any multifamily dwelling and non-residential facility and property for the purpose of ascertaining compliance with this ordinance. No person may refuse entry or access to any authorized person of the county who requests entry or access for purposes of inspection, and who presents appropriate credentials.

No person may obstruct, hamper or interfere with any such inspection.

8.33 RESIDENTIAL OPEN BURNING PROHIBITED. (RESERVED)

8.35 AMENDMENT. This ordinance may be amended subject to approval by the Barron County Board of Supervisors. Any amendment shall become effective upon publication as provided by law.

8.37 PUBLICATION & EFFECTIVE DATE. Upon the adoption of this ordinance, the county shall publish a Class I notice under WI Stats. 985.05. The effective date of this ordinance and subsequent amendments shall be the publication date.

Offered this 27th day of September 1993.

SOLID WASTE MANAGEMENT:
Fred Sutherland, Chairman
Robert Ebner
Bard Kittleson Tony Sirek
Robert Skinner

Approved as to form:
John Muench, Barron County Corporation Counsel

Tony Sirek moved for the adoption. Stan Schnacky seconded. Al Skinner explained this ordinance to the board. Lengthy discussion followed. Robert Jerry moved to strike the first sentence under 8.29 of Inspection. Al Sykes seconded. Motion carried. Al Sykes moved to amend section 8.17 to delete the last portion after the words properties and facilities, up to the word must. Duly seconded. Motion carried. Question called on the twice amended ordinance. Motion carried. Ordinance is adopted 9-27-93.