



**COUNTY OF NEWAYGO
NEWAYGO COUNTY, MICHIGAN
REQUEST FOR BIDS (RFB)**

RECYCLING COLLECTION AND HAULING SERVICES

Newaygo County Administration is requesting sealed bids from qualified contractors for recycling collection at designated dumpster sites and hauling recyclables to a recycling facility. All bids should reflect prices based on one year of services for each location, whose prices may not change for the life of the contract unless there is a change by the County in unit type, service length, or frequency of collection. The recycling collection and hauling services contract shall be valid for one (1) year with an option to renew for a second year if the contractor and County agree on the same annual price for the second year.

Newaygo County officially distributes bid documents from the Newaygo County Administration Office. Copies obtained through any other source are not considered official copies. If you have received this document from a source other than the Newaygo County Administration Office, it is recommended you obtain an official copy.

1. BID PROCESS

The following is a schedule of events concerning the bid process:

- | | |
|--------------------------|--------------------------------------|
| • Bids Due | August 20, 2026 at 9:00 am |
| • Bid Opening | August 20, 2026 9:05 am |
| • Contract Approval Date | September 8, 2026 |
| • Contract Cycle | October 1, 2026 – September 30, 2027 |
| • Optional Second Year | October 1, 2027 – September 30, 2028 |

A complete original of sealed bid shall be submitted to:

NEWAYGO COUNTY CLERK
1087 E Newell Street, PO Box 885
White Cloud, MI 49349

PLEASE MARK ENVELOPES: BID – RECYCLING COLLECTION AND HAULING SERVICES

Bids must be received no later than August 20, 2026, at the address set forth above. Bids received after August 20, 2026, may not be considered. The bid is to be completed in a clear,

concise form. Additional written material, such as professional records, certifications, etc., may be attached and submitted to augment the data.

The contractor must initial any corrections.

Questions regarding bid specifications or site visits shall be e-mailed to Kim David at kim.david@newaygocountymi.gov (subject line “RFB: Recycling Collection and Hauling Services Question”). Newaygo County will make every effort to provide a clear answer to interested parties; however, it makes no guarantees. Responses will be placed on the County’s website at www.newaygocountymi.gov. To view items related to this solicitation, under the “County Procurement” tab on the homepage, click “Learn More” and select the appropriate project to download the files.

2. RESERVATION OF RIGHTS

The Newaygo County Board of Commissioners reserves the right to reject any bids, to award the Agreement to other than the low bid, to award separate contracts for separate parts of the services required, to negotiate the terms and conditions of all and any part of the bids, to waive irregularities or formalities, to reject all the bids, and in general to make award in the manner as determined to be in the Newaygo County’s best interest and its sole discretion.

3. RESPONSIVE BIDS

Companies are expected to examine the requirements and all instructions. Failure to do so will be at the company’s risk. Each company shall furnish all the information requested herein. If any person/organization contemplating submitting a bid is in doubt of the true meaning of any part of the specifications or other conditions with the RFB, they are advised to ask to have the portion in question clarified. Refer to Section 1: BID PROCESS.

4. CHANGES AND ADDENDA TO BID DOCUMENTS

Each change or addendum issued concerning this request will be on file in the Office of Administration. In addition, all changes and addenda will be posted on Newaygo County’s website. Refer to Section 1: BID PROCESS on how to access information on the website. The Contractor shall be responsible for making inquiries about the changes or addenda issued. All such changes or additions shall become part of the Contract, and such modifications or addenda shall bind all Contractors.

5. TAXES, TERMS, AND CONDITIONS

Newaygo County is exempt from paying federal and State Sales Taxes on most transactions. The County’s tax number is 38-6006112. Payment terms are subject to County fiscal policy and respective contracts.

6. INDEMNIFICATION AND HOLD HARMLESS

The contractor whose bid is accepted must agree to the following indemnification and hold harmless responsibilities:

The contractor shall, at his or her own expense, protect, defend, indemnify, and hold harmless Newaygo County, its elected and appointed officers, employees, and agents from all claims, damages, (including but not limited to direct, indirect, incidental, consequential, special and punitive damages), costs, lawsuits and expenses including, but not limited to, all costs from administrative proceedings, court costs, and attorney fees, that they may incur as a result of any acts, omissions or negligence of the selected firm, its employees or agents or its subcontractors or sub-subcontractors, or any of their officers, employees or agents which may arise out of the contract.

The contractor's indemnification responsibilities shall include the sum of damages, costs, and expenses that are more than the sum paid on behalf of or reimbursed to Newaygo County or its elected and appointed officers, employees, agents or by the insurance coverage obtained and maintained by the selected firm according to the requirements of this RFB and the contract entered.

7. EQUAL EMPLOYMENT OPPORTUNITY

The contractor and its subcontractors, as required by law, shall not discriminate against the employee or applicant for employment with respect to hiring, tenure, terms, conditions, or privileges of employment, or a matter directly related to employment because of race, color, religion, national origin, age, sex, disability that is unrelated to the individual's ability to perform the duties of a particular job or position, height, weight, or marital status. A breach of this covenant may be regarded as a material breach of the Contract.

The contractor agrees to post notices containing this policy against discrimination in conspicuous places available to applicants for employment and employees. All solicitations or advertisements for employees, placed by or on behalf of the Contract, will state that all qualified applicants will receive consideration for employment without regard to race, color, sex, national origin, disability, age, height, weight, marital status, and religion.

8. INSURANCE REQUIREMENTS

The contractor whose bid is accepted must meet and agree to maintain the following insurance coverage requirements during the term of the contract. All coverages shall be with insurance companies licensed and admitted to doing business in the State of Michigan.

- A. **Workers' Compensation:** The successful company shall carry Workers' Disability Compensation and Employer's Liability Insurance Coverage, as required by law. If the

successful company uses subcontractors and sub-subcontractors for the performance of services required under this bid, the successful company shall ensure that said subcontractors and sub-subcontractors carry Workers' Disability Compensation and Employer's Liability Insurance coverage, as required by law.

- B. The successful company shall be responsible for ensuring all its tools, equipment, and materials which they, or any of their sub-contractors, may use or leave at the worksite. Newaygo County shall not be responsible for any loss or damage to the successful Contractor's tools, equipment, and materials.
- C. **Commercial General Liability:** The successful company shall procure and maintain during the term of the Contract Commercial General Liability Insurance on an "occurrence basis" with limits of liability of not less than \$1,000,000 per occurrence and aggregate combined single limit, for Personal Injury or Bodily Injury and \$1,000,000 per occurrence and aggregate for Property Damage. Coverage shall include the following extensions: (1) Contractual Liability; (2) Products and Completed Operations Coverage; (3) Independent Contractors Coverage; (4) Broad Form General Liability Extensions or equivalent if not in policy proper.
- D. **Vehicle Liability:** The successful company shall maintain Vehicle Liability Coverage and Michigan No-Fault coverage including all owned, non-owned, and hired vehicles, of not less than \$1,000,000 per occurrence combined single limit.
- E. **Additional Insured:** Commercial General Liability Insurance and Motor Vehicle Liability Insurance, as described above, shall include an endorsement stating that the following shall be "Additional Insured:" **The County of Newaygo, all elected and appointed officials, all employees and volunteers, all boards; commissioners or authorities, and board members, including employees and volunteers.**
- F. **Proof of Insurance Coverage:** The successful company shall provide the County at the time of the signing of the Agreement, copies of certificates or policies for Workers' Compensation, Comprehensive General Liability, and Motor Vehicle Liability.
- G. **Insurance Renewals:** If any of the above coverage expired during the term of the Agreement, the Contractor's insurer shall deliver renewal certification and policies to Newaygo County Administration, 1087 Newell, PO Box 885, White Cloud, MI, 49349, at least thirty (30) days before expiration. Insurance Certificate(s) may be faxed to (231) 689-7205, addressed to the Deputy Finance Director.
- H. **Notice of Cancellation:** Workers' Compensation Insurance, Commercial General Liability Insurance, and Motor Vehicle Liability Insurance as described above shall include an endorsement stating the following: It is understood and agreed that thirty (30) days Advance Written Notice of Cancellation, Non-Renewal, Reduction or

Material Change shall be sent to Newaygo County Administration, 1087 E Newell St., PO Box 885, White Cloud, MI, 49349-0885.

ALL COSTS RELATED TO CONTRACT PRICE SHALL BE INCLUDED IN THE BID.

9. WITHDRAWAL OF BID

Bids may be withdrawn in person by a Contractor or authorized representative, provided their identity is made known, and a receipt is signed for the bid, but **only** if the withdrawal is made before the stated bid deadline. In case of an error by the Contractor, Newaygo County may, at its discretion, reject such a bid upon presentation of a letter by the Contractor that sets forth the error, the cause thereof, and sufficient evidence to substantiate the claim.

10. AWARD

This document is a Request for Bid. All bids will be evaluated by a review committee composed of representatives of, but not limited to, the Newaygo County Board of Public Works, Newaygo County Administration, and the Board of Commissioners. The bid will be evaluated on the following (not in any relevant order and not necessarily ranked equally):

1. Contractors' qualifications and capabilities to provide the specified service and any other factors Newaygo County may consider relevant to the implementation and maintenance of the proposed solution
2. Staff experience/qualifications
3. Past performance
4. Cost reasonableness
5. Cost competitiveness
6. References
7. Any other relevant information

Applicants should be prepared to present additional information, including supplemental documentation, and may be requested to attend interviews or public meetings before the award. The price proposed shall be considered firm and cannot be altered after receipt per the terms of this bid. Newaygo County reserves the right to consider bids for modifications at any time before a contract is awarded. Negotiations for some aspects of this project may be undertaken with the vendor whose bid is deemed to meet the specifications and needs of Newaygo County best. An award for this request will be made by the Newaygo County Board of Commissioners.

Newaygo County will not pay for any information herein requested, nor is it liable for any costs incurred by the Contractor. The successful company shall commence work only after the transmittal of a fully executed contract or after receiving written notification to proceed from Newaygo County. The successful company will perform all services indicated in the bid packet and compliance with the negotiated Contract. The contents of this RFB and the

successful company's response will become contractual obligations if a contract ensues. Failure of the successful company to accept these obligations may result in the cancellation of the award.

11. MINIMUM QUALIFICATIONS

Contractors shall demonstrate they have the resources and capability to perform the services as described herein. The following criteria shall be met to be eligible for this Contract. Failure to meet the minimum qualifications is ample cause for the Contractor to be deemed non-responsive:

1. The Contractor shall have at least three (3) years' experience with similar work.
2. The Contractor shall designate a single point of contact.
3. The contractor must be able to meet all insurance requirements as outlined in Section 8: INSURANCE REQUIREMENTS.
4. The contractor must have a Michigan General Contractor license on staff and provide proof of certification.

12. SCOPE OF SERVICES

1. The County reserves the right to modify the scope of services during the Contract. Such modification may include adding or deleting any tasks this project will encompass and any other modifications deemed necessary. Any changes in pricing or payment terms proposed by the contractor resulting from the requested changes are subject to acceptance by the County. Changes may be increases or decreases.
2. Payment terms are subject to County fiscal policy and respective contracts.
3. The successful company shall not assign the award of the Contract or any payment without the prior written approval of Newaygo County.
4. See section 14: DETAILED SCOPE OF WORK for a detailed list of tasks required to be completed by the Contractor.

13. REQUIRED CONTENTS OF THE BID – in the following order:

1. The enclosed Bid Form, completed by the contractor/vendor.
2. A narrative that describes:
 - a. A brief company overview and history.
 - b. The qualifications of key staff that will work on this project.
 - c. A detailed plan of how your company will complete the requested project requirements.
3. Attach at least three (3) references who are familiar with similar work performed by the contractor/vendor.
4. The bid should include all costs necessary to perform the work listed in Section 14: DETAILED SCOPE OF WORK. This should include all supervision, labor, material, and equipment needed.

14. DETAILED SCOPE OF WORK

The County of Newaygo accepts bids to secure a recycling collection and hauling services provider for a single year contract [October 1, 2026, through September 30, 2027]. Please quote the price of each location based on the factors listed on the following page. Prices should include site cleanup/debris removal. Newaygo County will provide property maintenance (snow plowing, for example). Owners of the dumpsters will be responsible for any necessary repairs to the dumpsters.

Recycling collected from dumpsters shall be transported to a licensed recycling facility, as determined by the State of Michigan.

Monthly reports indicating the total tonnage collected at site are required. These reports shall be submitted to Kim David via email at kim.david@newaygocountymi.gov.

Prices will be locked for the entirety of the contract unless the County modifies the unit type, service length, or frequency of collection. After year one (1), if the contractor and County agree to keep the same or similar terms and prices, the contract may be extended for an additional year at the sole discretion of the County.

All services shall be billed monthly as completed and sent to:

Newaygo County Department of Public Works
1087 Newell, PO Box 885
White Cloud, MI 49349

The County of Newaygo will not pay any additional fees or surcharges. Any and all costs shall be included in the bid price. In addition, locations have different collection day requirements; the bidding contractor agrees to collect recyclables within the days and frequencies below for the duration of the contract.

Locations and pick-up days:

1. Newaygo County Campus
1020 Wilcox
White Cloud, MI 49349
[every Monday and Friday]
2. City of White Cloud
12 N Charles
White Cloud, MI 49349
[every Monday and Friday]
3. Brooks Township Hall
490 Quarterline
Newaygo, MI 49337
Mixed recyclables [every Monday and Friday]
Cardboard [every Monday and Friday]
4. Grant Elementary School
160 E State
Grant, MI 49327
Mixed recyclables [every Monday and Friday]
Cardboard [every Monday and Friday]
5. Garfield Township Hall
7180 S Bingham
Newaygo, MI 49337
Mixed recyclables [every Monday, Tuesday, and Friday]
Cardboard [every Monday, Thursday, and Friday]
6. Croton Township
5800 E Elm
Newaygo, MI 49337
Mixed recyclables [every Monday]
Cardboard [every Friday]

BID FORM

CONTRACTOR NAME: _____

BID FOR: **RECYCLING COLLECTION AND HAULING SERVICES**

FORWARD BID TO: NEWAYGO COUNTY CLERK'S OFFICE
ATTN: JASON VANDERSTELT
1087 E NEWELL ST
PO BOX 885
WHITE CLOUD, MI 49349

THE UNDERSIGNED AGREES TO THE PERFORMANCE OF THE WORK AS STATED IN THE SCOPE OF WORK FOR THE FOLLOWING BID SUM (PROVIDE THE AMOUNT IN BOTH WORDS AND FIGURES: THE AMOUNT IN WORDS GOVERNS IN THE EVENT OF DISCREPANCIES).

ADDITIONALLY, THE UNDERSIGNED, HAVING EXAMINED THE SCOPE OF WORK, INCLUDING THE INSTRUCTIONS TO CONTRACTORS, GENERAL CONDITIONS AND GENERAL REQUIREMENTS, AND BEING FAMILIAR WITH ALL CONDITIONS AFFECTING THIS PROPOSED PROJECT, HEREBY PROPOSES TO FURNISH THE PRODUCTS AS LISTED, DELIVERY OF, AND SERVICES NECESSARY TO PERFORM AND COMPLETE THE WORK AS INDICATED FOR THIS REQUEST IN ACCORDANCE WITH THE DOCUMENTS FOR THE SUMS AND UNDER THE CONDITIONS AS FOLLOWS:

- TOTAL PROJECT COST (Not-To Exceed Amount): \$_____

Amount in words: _____

Please provide annual price per location:

1. Newaygo County Campus _____

2. City of White Cloud _____

3. Brooks Township Hall _____

4. Grant Elementary School _____

5. Garfield Township Hall _____

6. Croton Township _____

- A narrative that describes:
 - A brief company overview and history.
 - The qualifications of key staff that will work on this project.
 - A detailed plan of how your company will complete the requested project requirements.
- Attach at least three references who are familiar with similar work performed by your company.
- Attach a copy of detailed information and costs for how the Contractor plans to complete this service.

BID EXECUTION

1. The undersigned affirms that this bid was developed without any collusion, undertaking, or agreement, either directly or indirectly, with any other contractor or contractors to maintain the prices of the indicated work or prevent any other contractor or contractors from proposing the work.
2. It is agreed that this bid will not be withdrawn for a period of 60 days after the indicated date for the receipt of bids.
3. Please provide a copy of insurance and a copy of worker's compensation.
4. Please indicate detailed pricing for each location.
5. The final contract must be signed before services can be provided.
6. The contract is valid for two (2) years with the option to renew for a third if the price is similar and all parties agree.

CONTRACTOR'S FIRM NAME _____

ADDRESS _____

EMAIL _____ PHONE _____

BY _____

NAME AND TITLE _____

SIGNED THIS _____ DAY OF _____, 2026.