



VILLAGE OF JOHNSON CREEK
WISCONSIN

Request for Proposal

RESIDENTIAL GARBAGE & RECYCLING COLLECTION SERVICES

Issued July 14, 2025

VILLAGE OF JOHNSON CREEK
REQUEST FOR PROPOSALS
RESIDENTIAL GARBAGE AND RECYCLING COLLECTION SERVICES

The Village of Johnson Creek (“the Village”) is seeking proposals for the provision of comprehensive, timely, high-quality garbage and recycling collection services with carts. The Contractor will not be responsible for yard waste or brush collection.

The Village intends to enter into a contract with a qualified and responsible firm for such services and accordingly is furnishing herein a set of specifications by which such proposals shall be judged. Any Contractor desiring to furnish a proposal for such services shall submit proposals following the instructions and format of this Request for Proposal (RFP) document.

Sealed Proposals will be received until 9 AM on August 12, 2025, at the Village Hall, 125 Depot Street, Johnson Creek, Wisconsin 53038. Proposals received or tendered after this date and time will not be accepted. Facsimile copies will not be accepted.

The original proposal along with three copies and an electronic version on a USB flash drive shall be addressed to the Village of Johnson Creek, and be contained in a sealed envelope, which is marked “Garbage and Recycling Collection Services - Sealed Proposal”.

For further information, contact:

Elissa Friedl, Village Clerk/Treasurer
125 Depot Street
PO Box 238
Johnson Creek, WI 53038

The opening of all proposals shall commence at Tuesday, August 12, 2025 at 9:00 A.M. at the Village Hall, 125 Depot Street, Johnson Creek, Wisconsin 53038, and all prices shall be publicly read or posted. All potential Contractors may attend the proposal opening. The Village shall then take all proposals under review. The Village Board will render a decision within sixty (60) calendar days after the opening of proposals.

The Village reserves the right to accept or reject in whole or in part any or all proposals, waive any informality, cancel this solicitation and award a contract deemed in the best interests of the Village. Award of the contract to the successful Contractor shall be based upon the proposal determined most advantageous to the Village. Proposals must remain firm once submitted and may not be withdrawn for a period of sixty (60) days, subject to provisions for correction of errors in the proposal as contained in §66.29 Wisconsin Statutes.

BACKGROUND

Community Info

The Village of Johnson Creek is located in northcentral Jefferson County, at the intersection of State Highway 26 and Interstate 94. The most recent population estimate for Johnson Creek is 3,420. The Village is conveniently located midway between Madison and Milwaukee, with quick access to multiple highways. Johnson Creek has established itself as one of the most vibrant and rapidly growing communities in the region, with solid commercial, industrial and residential sectors.

Johnson Creek is governed by a Village Board consisting of a Village President and six Village Trustees. Day-to-day operations are overseen by the appointed Village Administrator. Operations related to solid waste and recycling services in this RFP will be the sole responsibility of the successful bidder, but the contract will be monitored and administered by the Village Clerk/Treasurer's Office.

Current Practice

Under the existing contract, the Village of Johnson Creek provides weekly collection of garbage and recycling on Fridays from individual 96-gallon wheeled collection containers provided by the Contractor to each collection location. Collection locations include all single-family homes and multi-tenant dwellings up to 4 units, as well as other locations identified by the Village. The City's current solid waste/recycling contract is provided by a single Contractor and has been in place since 2020, expiring at the end of 2025. Currently there is sweep-style bulk item pickup performed once a month on a recurring date.

Bulk items such as furniture, appliances, automobile tires and white goods not otherwise collected on a weekly basis are collected on a monthly basis, with limits on the number of tires and items per household per month.

Collection History

The most recent monthly collection count was 1,180 units billed in May 2025.

SCOPE OF SERVICES

- The Contractor shall provide weekly curbside collection of garbage and recycling from residential properties in the Village of Johnson Creek service area from 95 or 96-gallon wheeled collection containers provided by the Contractor.
 - Similarly sized collection containers may be proposed, but must be clearly indicated in any submittals.
 - Containers shall be owned, maintained, and provided by the Contractor.
- Delivery of the collected materials to an approved disposal and/or recovery facility shall be included in the contracted services.

- Each collection location/billed collection unit shall be provided with one garbage container and one recycling container.
- Contractor shall establish a method and rate for individual collection locations to receive up to one additional garbage and/or one additional recycling container at the user's cost, paid in advance directly to the Contractor. The Contractor may specify reasonable minimum container rental terms. The Village shall not be liable for additional container charges.
- Contractor shall provide an alternate method of collection for disabled residents that are unable to deliver their own containers for curbside collection.
- Contractor shall include a provision for the Village to suspend collection service and service charges, including a reasonable notification period, if a resident will be away for an extended period of at least 30 consecutive days.
- Contractor shall provide weekly collection services to these facilities at no additional charge.
 - Village Hall/Library 2 Sets of Carts
 - Police Department 1 Set of Carts
 - Fire Department 1 Set of Carts
 - EMS Standby House 1 Set of Carts
 - Community Center 2 - 2 Yard Dumpsters
 - Public Works Department 2 – 2 Yard Dumpsters
 - Wastewater Treatment Facility 1 – 5 Yard Dumpster
 - Centennial Park 2 – 2 Yard Dumpsters (May-Oct)
- Contractor shall provide a method of monthly bulk item collection throughout the Village, which shall be included in the routine collection cost. Contractor may propose a supplementary fee schedule for items requiring specialized handling.
- The Contractor shall maintain through the duration of the contract a designated single contact person who has sufficient authority to resolve contract related issues when officially notified by Village staff. The Contractor must also maintain a local operations supervisor to contact in the event of day-to-day concerns.
- The Contractor will be expected to communicate directly with Johnson Creek customers, both individually and from a mass communications perspective. While the Village will send out information briefs if requested, the Village's communication channels should not be viewed as the primary means for customers to receive information from the Contractor. The Village should only be involved in customer service issues with rare exception.
 - When Contractor refuses pickup of "Prohibited Materials", Contractor shall tag materials left at curbside with notice of reason for such refusal and company contact information.
- The Contractor shall establish and maintain an office for accepting questions and resident calls. The office must be staffed Monday through Friday generally between the hours of 8:00 a.m. and 4:00 p.m., except on holidays. The address and telephone number of such office and any changes shall be given to the customers and Village in writing.
- The Contractor shall promptly investigate and courteously resolve all complaints of missed pickups and shall arrange for collection of missed pickups found to be valid within 1 day after the complaint or notification.

- In the event this occurs on the day preceding a holiday recognized by contract, the Contractor shall have the day following the holiday to complete the collection.
- The Contractor shall furnish monthly and annual reports to the Village that provide the breakdown of monthly and annual totals for the previous year on the total refuse and recycling collected, with monthly and annual summary of the recycling material collected and tonnage for each material, the monthly and annual total number of recycling customers, and any other information requested by the Village or required to complete or maintain compliance with the Recycling Grant paperwork.
- The Village will compensate the Contractor monthly within 30 days of receipt of the Contractor's monthly statement for services rendered. The number of collection units being billed may be adjusted monthly, with the Contractor providing the Village a detail of the changes from the previous month, if any. The list of monthly changes shall include collection addresses added or removed from the billing list.
- If the Contractor proposes a fuel or other surcharge component to their proposal, they must clearly indicate this in their proposal and attach an addendum with proposed surcharge terms.
- Contractor will provide an adequate number of vehicles to complete the collections.
 - Vehicles must be kept in proper repair and maintained in a sanitary condition, with the name of the Contractor plainly visible on both sides of the vehicle. Vehicles will be sufficiently secure that they will not litter solid waste or leak fluid, and they shall not be willfully overloaded. In the event that solid waste or recyclables fall off of the vehicle, or fluids leak from the vehicle, the Contractor shall be responsible for collecting or cleaning up the litter or fluids within 24 hours.
- The Contractor shall provide Worker's Compensation Insurance no less than the Statutory limits, in addition to general liability insurance(\$1M), vehicle insurance(\$1M) and an umbrella policy(\$5M). The Village shall be listed as an additional insured, with all premiums paid by the Contractor without cost to the Village.
- The services provided under the proposed contract will begin January 1, 2026 and terminate on December 31, 2030.

SELECTION CRITERIA

The Village will consider several factors when deciding which Contractor will be awarded the contract. While price will be a factor, the Village will not compromise quality of work, variety of services provided, professionalism or ethical considerations when making its decision to award the contract. The Village reserves the right to make the award decision based on any factors they so choose. The decision-making process shall be confidential and will not be revealed to any parties other than the Village.

FORM OF PROPOSAL

Sealed Proposals will be received until 9 AM on August 12, 2025, at the Village Hall, 125 Depot Street, Johnson Creek, Wisconsin 53038. Proposals received or tendered after this date and time will not be accepted. Facsimile copies will not be accepted.

The original proposal along with three copies and an electronic version on a USB flash drive shall be addressed to the Village of Johnson Creek, and be contained in a sealed envelope, which is marked “Garbage and Recycling Collection Services - Sealed Proposal”.

All proposals shall include, at a minimum:

1. Cover Letter
2. Bid Form
3. Detailed response addressing items in the SCOPE OF SERVICES above, including:
 - a. General operational plan including locations of primary facilities, disposal locations and recycling or recovery facilities.
 - b. A description of the customer service available for residents and Village staff, as well as key representatives involved in providing the services described in the proposal.
 - c. Missed pickup procedures
 - d. Yearly rates each year of the contract detailing the proposed monthly collection rates as follows:
 - i. Monthly rate per garbage container or “collection unit”
 - ii. Monthly rate per recycling container or “collection unit”
 - iii. Any proposed variation from individual container collections and pricing at residential locations with 3 or 4 units. (This will only be considered in the Village’s sole discretion)
 - e. Proposed collection schedule, specifying day of week for regular collections
 - f. Response to unique proposal requests, including the suspension of service and billing for extended absences; a method for directly billing residents who would like an additional garbage and/or recycling container; an alternate collection method for disabled residents that cannot deliver their containers to the curbside area; and details of the monthly Bulk Collection proposal, including any specialized fees in addition to the regularly billed per-container fees described above.
 - g. Unique proposal terms from the Contractor, if any.

During the evaluation process, the Village reserves the right to request additional information or clarifications from proposers, or to allow corrections of errors or omissions. At the discretion of the Village, contractors submitting proposals may be requested to make oral presentations as part of the evaluation process.

The Village reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the Contractor of the conditions contained in this request for proposals, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the Village and the Contractor selected.

It is anticipated the selection of a Contractor will be completed by October 1, 2025.



Village of Johnson Creek Bid Form
Residential Garbage & Recycling Collection

125 Depot St, PO Box 238
Johnson Creek WI 53038
P: 920-699-2296
vi.johnsoncreek.wi.gov

Company Name: _____ Bid Contact Person: _____

Contact Email: _____ Contact Phone: _____

Street Address: _____ City/State/Zip: _____

Base Service Rates for 95 or 96 gallon containers:	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
Garbage Service Monthly Rate/Household Unit					
Recycling Service Monthly Rate/Household Unit					

Fuel Surcharge Details:

Additional Cart Rates (Billed direct to customer):	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
Additional Cart Garbage Monthly					
Additional Cart Recycling Monthly					
Cart Replacement Fee* (Billed direct to customer):					

**Lost, stolen, damaged carts unless cart is damaged by Contractor.*

Describe any alternate collection methods and pricing proposed for multi-unit residential buildings:

Describe bulk collection policies or procedures:

Attach supplemental fee schedule for any bulk items requiring special handling.

Describe any difference in pricing for customer requests for a smaller-size cart:

Describe manner of collection for disabled customers:

Describe suspended collection procedure for vacancies of 30 days or more:

Is service to municipal locations described in RFP included in the contract price?

YES

NO

If no, please provide pricing information:	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
Village Hall Library (2 sets of carts)					
Police Department (1 set of carts)					
Fire Department (1 set of carts)					
EMS Standby House (1 set of carts)					
Community Center (2 - 2 yard dumpsters)					
Public Works Department (2-2 yard dumpsters)					
Public Works Department (1-5 yard dumpsters)					
Wastewater Treatment Facility (2 -2 yard dumpsters)					
Centennial Park (2 - 2 yard dumpsters, seasonal)					