



**REQUEST FOR QUOTES**  
**LAKE COUNTY SOLID WASTE MANAGEMENT DISTRICT**  
**LEAF DROP OFF CONTAINER PROGRAM**  
SPRING AND FALL 2025; SPRING AND FALL 2026; SPRING AND FALL 2027

TO: All interested parties  
FROM: Lake County Solid Waste Management District  
RE: Invitation for Quotes for Leaf Drop Off Containers and Disposal of Same  
DATE: September 23, 2024

The Lake County Solid Waste Management District will receive quotes for the continuation of its Leaf Drop-Off Program for un-manned leaf drop-off centers in Lake County, Indiana.

The Leaf Drop-Off Program will provide for the collection and disposal of yard waste. The term of service shall be for 5 weeks in the spring and 5 weeks in the fall. Specific dates will be determined by the District and the Contractor and based on availability and weather as necessary to meet the goals of the program.

Pursuant to Indiana Code, including but not limited to IC 5-22-6 et. seq. and IC 5-22-8 et. seq. regarding invitation for quotes, this Notice and Invitation for Quotes is being provided by soliciting by telephone, email, or facsimile transmission to at least 3 persons or entities know to deal in this class of work. This solicitation is being made on or about September 23, 2024, and responses are respectfully requested to be sent to [khagerman@lcswmd.com](mailto:khagerman@lcswmd.com) on or before October 29, 2024 by 10:00 am local time. The Lake County Solid Waste Management District Board, hereinafter “District Board”, will consider those Responses at the November 21, 2024, District Board meeting. At that meeting the Contract will be awarded to the lowest responsive and responsible proposer or the District Board may reject any or all of the Responses. The District Board reserves the right to waive any irregularities, informalities, or deficiencies.

The Lake County Solid Waste Management District Leaf Drop-Off Program is for residents to bring their bagged leaves and twigs to the locations designated herein. Residents are to place their leaves and twigs into brown, biodegradable yard waste bags. Twigs are not to exceed 3 inches in diameter by 3 feet in length. Residents are responsible for the purchase of their own biodegradable yard waste bags.

The locations of the leaf drop-off containers are as follows:

1. St. John Township Community Center, 1515 W. Lincolnway, Schererville, IN
2. Calumet Township Multi-Purpose Center, 1900 W. 41<sup>st</sup> Avenue, Gary, IN
3. Lake County Fairgrounds, 809 S. Court Street, Crown Point, IN
4. Lake County Highway Department, Route 2 & US 41, Lowell, IN

The Contractor shall provide and maintain the following equipment: 1 30 cubic yard or greater dumpster per site, or such other equipment consistent with the parameters herein.

The Contractor shall provide the labor to deliver, maintain and empty the dumpsters, to include as many people as necessary to adequately perform the above-described task.

The leaf drop-off centers will be monitored and emptied as use dictates to prevent the dumping and blowing of materials around the drop-off centers. The proposer will operate, maintain, and empty all leaf drop-off centers for the use and benefit of the residents of the community. All leaf 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 District.

The leaf drop-off centers shall be open to the public seven (7) days a week, 24 hours a day, unless otherwise designated herein.

The Contractor shall operate in accordance with all federal, state and local statutory, regulatory, zoning or any other applicable requirements.

The leaves and twigs shall be disposed of at a properly zoned and state approved compost facility, which information shall be provided to the District. The Contractor will be responsible for transporting and disposing of the material collected hereunder. The Contractor will provide the District with the tonnage of leaves received and deposited at said compost facility.

The Contractor shall maintain appropriate liability insurance relating to the services provided for herein and shall include the District as an additional insured on any such policies in amounts consistent with applicable statutes. The Contractor shall provide a certificate of insurance to the District verifying same.

Contractors and subcontractors are required to comply with District Resolution 2018-5 Responsible Bidding Practices and Submission Requirements (as applicable).

Each Proposer shall ensure that all employees and applicants for employment employed in the performance of work under the Proposal, with respect to hire, tenure, terms, conditions or privileges of employment or any matter directly or indirectly related to employment, are not discriminated against because of race, religion, color, sex, gender, sexual orientation, gender identification, genetic identification (including family medical history), age, marital status, national origin, disability, political affiliation, veteran status, or any other trait or characteristic protected by law.

To the maximum extent permitted by law, preference will be given to proposers who are or who employ and/or contract with local companies, businesses and citizens, and/or do not outsource services to companies, businesses and/or persons outside of the United States of America.

All questions regarding this IFQ should be addressed to Kiera Hagerman, Executive Director, Lake County Solid Waste Management District, 8695 Broadway, Merrillville, IN 46410, (219) 853-2420.