

NOTICE OF REQUEST FOR PROPOSALS

BY

**CITY OF WATERVILLE, MINNESOTA
200 SOUTH THIRD STREET
WATERVILLE, MN 56096**

FOR RESIDENTIAL AND COMMERCIAL REFUSE HAULING

The following items are to be considered the minimum framework for submission if a proposal for a 3 year (36 month) commitment to collect and deliver residential municipal solid waste within the City of Waterville to a specified disposal site. Should the proposing firm wish to add items that it considers important and/or desirable for a comprehensive residential solid waste disposal program, it may do so by indicating the additional items or services proposed and the cost associated with providing the service.

All haulers must comply with conditions imposed by the Laws of Minnesota, Minnesota Statutes, the City of Waterville, Le Sueur County as well as applicable EPA and MPCA regulations relating to residential and commercial municipal solid waste collection.

Proposals will be judged on their merits and the cost/benefit of the comprehensive proposal submitted. Although this presents some degree of subjectivity into the analysis of proposals, it allows each firm to present its best case for award of a three year contract that ultimately serves the best interests of the citizens of the City of Waterville.

Proposals must be submitted in writing, 8 copies, to the City Administrator's office at the Municipal Building no later than 2:00 P.M. on Friday, March 31, 2017. No proposals will be accepted after that time and no proposals may be changed after that time. The City may ask for clarification of points in a particular proposal but will not negotiate items in a proposal prior to award of a contract for services. The ultimate decision on the successful proposal will be made by the City Council of the City of Waterville at the regular meeting on April 4, 2017. Service will begin on June 1, 2017.

The successful proposal will include two (2) year guaranteed price per residence for collection of MSW and recyclables and delivery of said materials to disposal sites. Escalators for the remaining year will be defined in the successful proposal. Recyclable materials disposal may be designated by the hauler, subject to the appropriate plan or plans promulgated by the Tri County Solid Waste Commission. MSW will be delivered to a site in or near Mankato to be operated by Minnesota Waste Processing Company, and NRG Energy for inclusion in an integrated solid waste management system.

TERM OF CONTRACT:

The contract term shall be 3 years (36 months) of service.

CLASS OF CUSTOMER:

Residential (all residential dwellings of 3 units or less)

Mixed Municipal Solid Waste

Commingled recyclables to include:

- paper (newspaper, office paper, junk mail, etc.)
- glass (all colors)
- all plastic #1 through #7
- aluminum (cans, trays, foil, etc.)
- other household metals (tin)
- cardboard (corrugated and boxboard)

Some separation of recyclables may be proposed. The proposed separation must be contained in the proposal.

CONTAINER REQUIREMENTS:

Mixed Municipal Solid Waste

The hauler shall bid and provide a 30 gallon cart for refuse and a 30 gallon cart for recycling.

OPTION: FOR RESIDENTIAL CUSTOMERS – Container Requirements: 60 or 90 gallon covered curbside carts (or their nearest equivalent measure) for collection of MSW. A reasonable amount of time will be allowed for the procurement of the appropriate carts.

RECYCLABLES

The hauler shall provide 20 to 30 gallon covered containers for the collection of recyclables. The containers shall be appropriately marked. A reasonable amount of time will be allowed for the procurement of the appropriate carts, but in no case shall carts be delivered and placed into service later than May 15, 2017.

OTHER WASTE

Provisions must be made to collect and dispose of large items that are not collected with the above items. Examples of items in this category include, but are not limited to: white goods, furniture, carpet rolls, etc. (attach specified price list).

COLLECTION REQUIREMENTS

MSW and recyclables will be collected once per week. Locations of pickup and routes will remain substantially the same as currently in place. Additional consideration will be awarded for following the current collection day of the week – Monday. The hauler must be willing to make accommodations for elderly and customers with special needs. Please identify these accommodations. Routes providing for continuous forward motion of the truck(s) will be expected. Reasonable clean up, of MSW and recyclables, at collection points will be expected. Collection will take place on the designated day between the hours of 7:00 A.M. and 6:00 P.M. Collection will take place on all scheduled days of the week except Christmas, New Year’s Day, Thanksgiving Day, Independence Day,

Memorial Day, and Labor Day. Arrangements will be made to collect on alternate days of the applicable week for these holidays.

CONSTRUCTION WASTE

It will be the understanding of the hauler that waste of a construction nature will be exempt from the exclusive contract with the city. Alternative haulers will be allowed into the community to remove construction related waste.

LEGAL REQUIREMENTS

The hauler shall maintain, at its cost and expense and file with the City, policies or certificates of insurance for general liability, automobile liability and worker's compensation. General liability must have a minimum of at least \$1,000,000 per occurrence. Automobile liability must cover every vehicle used in the hauler's operation, with a minimum of \$1,000,000 combined single limit per occurrence. The hauler shall maintain statutory employer's liability insurance for Worker's Compensation in such amounts as required by law. The hauler shall name the City as an additional insured on all such policies of insurance and shall provide the City with certificates of insurance for all such policies, which shall evidence continuous coverage. Any lapse of required insurance coverage shall be cause for the City to immediately terminate the license. All policies evidencing insurance required by this paragraph shall insure the City and the hauler for any act or omission, including negligence, of the hauler or of the hauler's employees or agents in connection with the performance of collection services, including claims arising out of the use of or operation of any vehicles used by the hauler or the hauler's employees or agents in performing collection services. Such policies shall be in form and content satisfactory to the City Attorney and shall be filed with the City Clerk.

The hauler agrees to indemnify and hold harmless the City, its agents, officers and employees from any and all claims, causes of action, liabilities, losses, damages, costs, expenses including reasonable attorneys' fees, suits, demands and judgments of any nature, because of bodily injury to, or death of, any person or persons and/or because of damages to property of the hauler or others, including loss of use from any cause whatsoever, which may be asserted against the City on account of any act or omission, including negligence, of the hauler, or the haulers' employees or agents in connection with the haulers performance. The hauler agrees to defend any action brought against the City on any such matters, and to pay and satisfy any judgment entered thereon together with all costs and expenses incurred in connection therewith.

LICENSING AND LICENSE FEES

No person shall engage in the business of collection, transportation or disposing of refuse as shall accumulate within the City of Waterville without first consulting the City of Waterville governing body.

The City of Waterville will be the only one allowed to contract for the collection, transportation and disposal of refuse within the City of Waterville.

EQUIPMENT REQUIREMENTS

Equipment used for the collection and transportation of MSW and recyclables must be insured by the contractor, must be clean, must bear the company name, logo and telephone number prominently on the vehicle, must meet OSHA and MNDOT safety requirements and in the case of MSW, be watertight. Small trucks/vehicles must be used unless another method for minimizing road damage can be demonstrated by the hauler.

HAULER GENERAL REQUIREMENTS

Successful hauler will cover missed collection stops on the next scheduled collection day, at the latest, will respond to complaints, will have available a toll free 800 number for customer inquiries if a local number is not available. Employees of the hauler will be clearly and easily identifiable while executing their collection duties (i.e. uniforms, badges, or some other appropriate form of identification). Subcontracting of collection is not allowed by the successful bidder.

ADDITIONAL MUNICIPAL SERVICES

The hauler shall provide waste collection and disposal service from all City owned or leased facilities at no cost to the City of Waterville as outlined below:

- City Hall & Senior Center Paper recycling bin – pick up bags
- City Garage 2 Yard Dumpster
- Fire Station Pick up bags
- Library Pick up bags
- Public Beach 90 Gallon cart
- Public Boat Landing 90 Gallon Cart
- Main Street & Third Street Recycling cart
- Main Street & Second Street Recycling Cart
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The haulers shall also provide extra curbies/dumpsters and solid waste collection for the City’s annual community festival, currently called Bullhead Days at no charge.

FEES

Fees are to be broken down into a monthly base fee.

The monthly base fee will include the following:

- Cost of Recycling Program
- Cost of Collection
- Cost of Delivery

Fees for these services will be proposed on per residence monthly basis. Currently, the City has approximately 839 residential customers. Billing for collection and delivery of materials will be the responsibility of the contractor.

ADDITIONAL REQUIRED BIDDING

- All successful bidders will make a separate proposal for the hauling and disposal of the refuse from all commercial businesses within the City of Waterville.

- Hauler shall provide a cleanup day for pickup of appliances, tires, electronics, furniture and extra refuse at curbside. Hauler will provide stickers/tags to be sold by city hall to residents for appliances, tires, electronics and furniture. Hauler shall provide a price list for these items. Pick up will be provided the forth Saturday of May of each year. Items collected include but not limited to appliances, tires, and electronics will be charged to the city. The hauler shall collect appliances and tires and shall dispose of these items in a lawful manner.
- Large Item pick up will be offered on a monthly basis specific day to be determined by the hauler. No additional pick up fee to the resident shall be imposed if item is picked up on specified day. Resident will be responsible for pre-arranging said pickup and will be billed by hauler the customary disposal cost fee as established by this contract.

ADDITIONAL QUESTIONS OR CLARIFICATIONS:

Any questions or clarifications requested will be submitted in writing to the City Administrator. These requests, along with the response(s) will be shared with all other interested parties in order that all parties will have the same opportunities to have the same understanding of the requirements of the City of Waterville.

Thank you for your interest in our community and in serving the needs of its citizens.