



Request for Proposals (RFP)

Recycling Services & City Facility Refuse Collection

INTRODUCTION

The City of Long Lake is requesting proposals from qualified, responsible, City licensed refuse haulers to provide services for the curbside collection and disposal/processing of single sort residential recycling, for the collection of refuse and recyclables from City-designated buildings and/or park facilities, and for organics recycling as a proposal alternate.

For the purposes of this RFP, a licensed refuse hauler is *responsible* if they possess the experience, facilities, reputation, financial resources and are fully capable of performing the services requested by this RFP; and if they have operated without incurring any operational violation notices from the City or any other notice of license violations as a result of operations in the City within the three (3) year period prior to issuance of this RFP.

The term of the contract shall begin on January 1, 2025 and continue for a period of five (5) years from the date of issuance, unless terminated earlier. Six (6) months prior to the end of the contract period, the selected hauler shall procure a renewal proposal for the City's review and consideration of approval.

The selected hauler shall procure, at its own expense, all licenses, permits or other rights required for the provision of services contemplated by the agreement.

SCHEDULE

All dates and times in the following schedule are subject to change. Please contact the City Clerk for schedule updates and/or instruction changes to this RFP.

- August 7, 2024 – RFP Approved/Authorized by City Council
- August 8, 2024 – RFP Released
- September 6, 2024 – Completed Proposals Due by 3:00 pm
- September 17, 2024 – Recommendation on Award of Contract Presented to City Council

CONTACT FOR RFP COMMUNICATION

All communications about this RFP after its release shall be in writing, via email, exclusively through the City's designated contact person:

Jeanette Moeller, City Clerk

jmoeller@longlakemn.gov

INSTRUCTIONS FOR SUBMISSION

The deadline for submitting proposals is September 6, 2024 at 3:00 pm. Late proposals will not be accepted. Completed proposals must be emailed to jmoeller@longlakemn.gov. Proposals are required to be submitted in .pdf format; hard copies are not required.

CLASSIFICATION OF DATA WITHIN PROPOSALS

Immediately after the deadline for proposals to be submitted, only the company names of proposers submitting proposals will be made public consistent with the Minnesota Government Data Practices Act (Minn. Stat. 13.591, subd. 3(b)). All proposal documents shall be held as private or nonpublic until completion of the selection process.

CITY ROUTES

Collection routes shall be established by the selected contractor and shall be subject to review and approval by the City.

AMENDMENT TO THE SCOPE OF SERVICES

The City may, at its own discretion, add services to or delete services from the scope of work described in this RFP packet. The City will notify prospective proposers of any such amendments via email correspondence or through direct negotiation(s) with the selected proposer.

BACKGROUND INFORMATION

The City has a population of approximately 1,900 residents. This contract will service approximately 636 individual residences, and three (3) apartment complexes comprised of a total of approximately 66 multi-family residential units. Additional multi-family unit complexes may “opt-in” to participate in the City’s curbside recycling services contract in the future on a voluntary basis. Further residential development for the duration of the contract is likely to be limited to a small number of new residences, as only a few lots are available for development at this time. The contract would also service City facilities and parks.

REFUSE AND RECYCLABLES COLLECTION FROM CITY BUILDINGS AND PARK FACILITIES

Refuse collection from certain City buildings and park facilities, as requested by the City, shall be provided weekly at no charge. Waste dumpsters will be provided at Long Lake Public Works (6-yard dumpster), Long Lake Fire Station 1 (2-yard dumpster), and Long Lake Fire Station 2 (2-yard dumpster). The City reserves the right to add refuse collection at other City facilities or parks in the future on an as needed basis, and at no charge to the City.

Recycling collection from certain City buildings and park facilities, as requested by the City, shall be provided biweekly at no charge. Recycling collection shall occur according to the City’s residential recycling collection schedule. Recycling carts must be provided at Long Lake City Hall (96-gallon) and Long Lake Public Works (64-gallon). The City reserves the right to add recycling collection at other City facilities or parks in the future on an as needed basis, and at no charge to the City.

No “overage” or “contaminated load” charges may be added to these facilities for either refuse or recycling collection. In the event there is a recurring issue with overages or contaminated loads, the contractor must inform the City so the issue may be resolved.

SERVICE SUMMARY

The City of Long Lake is seeking proposals from qualified companies to provide single-sort residential recycling and organics recycling services. The City requests that a bid to provide organics recycling services for the entire City be provided as a bid alternate. Currently, the City requires all haulers to offer

organics collection services, however, the City is considering removing this requirement in favor of nominating a single organics collection provider. The list of contract services includes:

- City-wide, every other week on Tuesdays (offset by one day following designated holidays), residential recyclables collection service and delivery to materials recovery facility.
- City-wide, every other week on Tuesdays (offset by one day following designated holidays), recyclables collection service from designated City buildings at no charge to the City.
- Weekly refuse collection service from designated City facilities and parks for and delivery to a refuse processing facility.
- City-wide, weekly, residential organics recycling collection service and delivery to composting facility (bid alternate).
- Public education materials and services by the contractor, to include producing annual calendars for residents documenting collection dates.

COLLECTION ACTIVITIES SCHEDULE

The selected hauler shall engage in all residential and City buildings/facilities recycling collection activities within the City on Tuesday of every other week (i.e. biweekly); however, in those weeks where a legal holiday is recognized on a Monday, residential recycling collection activities may occur on either Tuesday or Wednesday for the holiday week only. All residential recycling collection activities may only occur between the hours of 7:00 am and 10:00 pm on collection days.

The selected hauler shall provide weekly refuse collection at designated City buildings/facilities on a weekday each week. Refuse collection may only occur between the hours of 7:00 am and 10:00 pm on collection days.

RECYCLING COLLECTION & PROCESSING

Recycling single sort collection and processing system requirements include, but are not limited to:

- Collection of residential recyclables biweekly on Tuesdays from 64-gallon or 96-gallon wheeled carts.
- Pricing per residence served must be the same for either cart size, and include additional wheeled carts for residences served by the contract at no extra charge.
- Carts are required to be provided by the contractor, and residential customers may request service or replacement for any damaged carts at no charge.
- Collection of recyclables from multi-family apartment complexes biweekly on Tuesdays from either multiple wheeled carts or a larger single sort container provided by the hauler.
- Residential recycling collected from Long Lake under this contract are required to be kept separate from other materials. Loads of Long Lake recyclables shall be weighed on designated scales and weights shall be reported to the City on a monthly basis.
- The selected contractor agrees to provide resources and education for the preparation and setting out of recyclables.

ORGANICS COLLECTION & COMPOSTING – BID ALTERNATE

A hauler responding to this RFP is encouraged, but not required, to include pricing for City-wide residential organics collection as a bid alternate. The terms of this bid alternate are that acceptable organics shall be collected City-wide one time per week from each participating residential unit on a

weekday to be agreed upon by the hauler and the City. The hauler is required to provide appropriate organics collection containers for all City residences, to include larger containers for those multi-family residential complexes who have “opted in” for organics collection. All services must be delivered in compliance with applicable local, Hennepin County, and state law.

FUEL SURCHARGE, ENVIRONMENTAL FEES & SALES TAX

No fuel surcharge, environmental fees, or sales tax shall be applied to services offered through this RFP. All costs shall be incorporated into the monthly rates.

CITY/CONTRACTOR COMMUNICATIONS

Through the duration of the contract, the contractor shall maintain a designated single contact person who has sufficient authority to resolve contract related issues with City staff. The contractor must also maintain a local operations supervisor for City staff to contact in the event of day-to-day concerns. Contact information for these individuals must be provided to the City Clerk.

CUSTOMER SERVICE

The contractor will be expected to communicate directly with City of Long Lake residents/customers, both individually and from a mass communications perspective. The City’s communication channels should not be viewed as the primary means for customers to receive information from the contractor. The City should be involved in customer service issues as a rare exception.

ANNUAL REPORTING PROVIDED TO THE CITY

The contractor shall furnish monthly and annual reports to the City that provide the breakdown of monthly and annual totals for the year on the total number of recycling and organics (bid alternate) customers and tonnages collected; a monthly and annual summary of the recycling material collected and tonnages for each material; the monthly and annual total number of recycling and organics customers; and any other information required for the City to complete the Hennepin County Annual Recycling Report.

CONTRACTOR BILLING AND FEES

The contractor’s submitted proposal should reflect the City billing residents directly – the contractor will be billing the City based upon the number of individual and multi-family residences to be served by recycling collection and organics collection (bid alternate) services. Billing may not be based upon the number of carts. It is anticipated that a number of residential units will opt for multiple recycling carts.

All proposers shall submit the required Proposal Form. Rates must be as identified in the Proposal Form, unless otherwise negotiated with and agreed to by the City. The Proposal Form will be the basis for the final terms of the City’s approved rate schedule.

Any attempt by the contractor to increase any rate or fee without City approval during the term of the contract shall be null and void. Fee decreases may be implemented by the contractor without City approval, but must be reported to the City Clerk at least two weeks prior to the decrease becoming effective.

ACCIDENT PREVENTION

The contractor shall comply with the safety provisions of all applicable laws, regulations and building codes, including, without limitation, the installation and maintenance of safeguards on machinery and equipment. The contractor shall immediately notify the City of any release of vehicle fluids (e.g. fuel, coolant, hydraulic fluid, brake fluid, etc.) or load contents onto City or County streets or otherwise into the environment. The contractor shall be responsible for the immediate remediation of any and all release of fluid or spills of load contents to the City's satisfaction and standards.

DAMAGE TO PROPERTY

The contractor shall take necessary precautions to protect public and private property during the performance of this contract, and shall repair or replace any private or public property damaged by the contractor. Such property damage must be addressed within 48 hours. If the contractor fails to make repairs or to make arrangements for repairs, the City may, but shall not be obligated to, repair or replace such damaged property and the contractor shall fully reimburse the City for any reasonable incurred expenses within 10 days.

VEHICLES AND VEHICLE WEIGHT RESTRICTIONS

The contractor's vehicles shall be operated in accordance with applicable laws of the State of Minnesota and local ordinances.

All recycling and organics collection vehicles shall be restricted to a maximum weight on any single axle of 10,000 pounds (City ordinance).

Refuse collection vehicles servicing dumpsters located at designated City buildings, facilities and/or parks shall be restricted to a maximum weight on any single axle of 14,000 pounds; however, if traveling on any residential streets, refuse collection vehicles shall be restricted to a maximum weight on any single axle of 10,000 pounds (City ordinance).

PERFORMANCE BOND

The City will require a performance bond to be kept in surety for an amount no less than \$25,000. The bond shall be kept in full force and effect at all times for the duration of the five-year contract period.

The contractor agrees to provide and maintain liability insurance, including general liability, automobile liability, and loading/unloading liability with the following minimum coverages:

- (a) \$300,000 when the claim is one for death by wrongful act or omission and \$300,000 to any claimant in any other case; and
- (b) \$1,000,000 for any number of claims arising out of a single occurrence; or
- (c) Twice the limits provided in clauses (a) and (b) above when the claim arises out of the release or threatened release of a hazardous substance, whether the claim is brought under Minn. Stat. sections 115B.01 to 115B.15 or under any other law; and
- (d) Worker's Compensation (statutory).

Such policies shall provide for a 30-day notice by the insurance company to the City of any changes, cancellations or lapses of such policies. The City will require the contractor to acquire commercial automobile liability insurance in accordance with applicable laws.

The selected hauler shall provide sufficient evidence that all required insurances are available and have been purchased.

INDEMNIFICATION

By submitting a proposal in response to this RFP, the contractor agrees to generally indemnify and hold the City harmless in the performance of any activities identified in this RFP. To the maximum extent permitted by law, the contractor will also indemnify, defend and hold the City harmless with regard to CERCLA.

DATA PRACTICES ACT

Pursuant to Minn. Stat. 13.05, subd. 11, all of the data created, collected, received, stored, used, maintained, or disseminated by the contractor in performing this contract is subject to the requirements of the Minnesota Government Data Practices Act, Minn. Stat. Chapter 13, and the contractor must comply with those requirements as if it were a government entity. The remedies in Minn. Stat. 13.08 apply to the contractor. The contractor does not have a duty to provide access to public data to the public if the data is available from the City, except as required by the terms of this contract.

LEGAL INTERPRETATION & VENUE

The contract to be awarded shall be interpreted according to Minnesota law. Any action between the City and the contractor should be located in Hennepin County, Minnesota.

PROPOSAL CONTENT

The hauler must submit .pdf copies of proposals to the City Clerk, Jeanette Moeller, at jmoeller@longlakemn.gov. Hard copies are not required, but may be delivered to Long Lake City Hall, 450 Virginia Avenue (if mailing by USPS, include PO Box 606), Long Lake, MN 55356 by no later than 3:00 pm on September 6, 2024.

Price Proposals & Primary Point of Contact

Price proposals shall be submitted on the enclosed Proposal Form. The Proposal Form also must be completed with information for one or more primary contact(s) who would be assigned to facilitate the City's contract on an ongoing basis.

Narrative

Haulers submitting proposals requested to submit a narrative discussing their company's experience, supervision and staffing levels, and equipment available to perform collection services.

Professional Qualifications

Provide three (3) municipal client references for similar services performed within the past three years. Provide copies of business license, including Hennepin County licensing, and certifications.

Public Education Materials

Haulers should submit examples of public education materials used for recyclable and organics collection, and define the frequency in which the public education materials are distributed to customers.

SELECTION & REVIEW

Selection of the most qualified responsible contractor will be based on the proposal submitted for recycling collection. The proposal for organics collection will also be considered as an alternate. Only City of Long Lake licensed residential haulers are eligible to submit a proposal for review. Other consideration will be given to the hauler's qualifications and ability to perform the work including, but not limited to:

- City staff's experiences working with the hauler while licensed to service Long Lake customers.
- The hauler's references and reputation in other communities.
- The hauler's customer service philosophy and procedures.
- Comprehensiveness of items collected for recycling and composting.
- Company history and experience.
- Financial stability.
- Supervision, staffing, and equipment.
- Long-term access to disposal and processing facilities.
- Demonstration of efficient road routes, minimizing truck traffic mileage.
- Quality and frequency of public education materials.

Recycling Services Contract Proposal Form

Hauler Company Name _____

Address _____

City, State, Zip _____

Local Customer Service Phone # _____

1. Primary Contact Name _____

Position _____ Direct Phone _____

Email _____

2. Additional Contact Name _____

Position _____ Direct Phone _____

Email _____

	<i>2025 Monthly Rate (Year 1)</i>	<i>2026 Monthly Rate (Year 2)</i>	<i>2027 Monthly Rate (Year 3)</i>	<i>2028 Monthly Rate (Year 4)</i>	<i>2029 Monthly Rate (Year 5)</i>
Recycling Collection					
Biweekly Per Residence					
Biweekly Per Multi-Family Unit (Apartment Complexes)*					
Weekly Refuse Collection at City Facilities	No Charge	No Charge	No Charge	No Charge	No Charge
Organics Collection <i>Bid Alternate</i>					
Weekly Per Residence					
Weekly Per Multi-Family Unit (Apartment Complexes)*					
<i>Describe the organics collection method proposed</i> _____ _____					

* Multi-family apartment complexes may have multiple buildings with differing numbers of units in each building. Pricing on a 'per multi-family unit' basis for an equitable formula to utilize in charging multi-family buildings/complexes for services who opt in to the City's contract.

I am authorized to submit this proposal on behalf of the hauler/company above-referenced.

Signature _____

Date _____

Printed Name _____