

Request for Proposal – Residential Solid Waste and Recycling Collection and Disposal

Issue Date: 08/01/2025

Proposal Due Date: 08/22/2025

1. Introduction and Background

The City of Richland Center is seeking proposals from qualified firms to provide weekly garbage collection, biweekly recycling, and biannual large item pickup for all single-family through four-family residences and designated City-owned buildings. This contract, beginning January 1, 2026, will replace the current agreement and aims to maintain efficient, reliable, and cost-effective solid waste and recycling services.

2. Scope of Work and Requested Services

A. Residential Collection Coverage:

- Service shall be provided to all single-family through four-family residential units within the City of Richland Center. Curbside collection is defined as pickup at the edge of the roadway or alley. “Walk-up” service must be available as an add-on for residents with limited mobility (optional pricing shall be included in the proposal).

B. Cart Requirements:

- Contractor shall furnish one (1) 95-gallon cart for refuse and one (1) 95-gallon cart for recycling per dwelling unit. Carts remain property of the Contractor. Contractor shall maintain, replace, or repair carts as needed at no additional cost to the City or residents, unless due to neglect or abuse by the resident.

C. Transfer Station:

- The Contractor shall provide dumpsters and a compactor at the City’s Transfer Station and handle disposal of all household waste, recyclables, and large items brought to the site. The Contractor must maintain adequate capacity by timely emptying or swapping containers. Rates include use of these containers. The Contractor shall also staff the scale house during open hours: Mondays and Wednesdays 8:00 a.m.–1:00 p.m., Saturdays until Noon, or otherwise agreed upon schedule.

D. Large Item Collections:

- Twice annually, at no extra cost, the Contractor shall collect large household items (e.g., mattresses, couches, chairs, rugs, furnishings, electronics—excluding TVs, microwaves, computers, construction debris, carpeting, or yard waste). Collection occurs one Saturday in April and one in October. Contractor shall also dispose of appliances dropped off at the Transfer Station or another City-designated site.
- Outside of the two scheduled large item pickups, the City will continue to utilize its Large Waste Item Collection Tagging System. Under this program, residents may purchase tags in advance for eligible items through the City Clerk/Treasurer’s Office. The Contractor shall be responsible for collecting these tagged items as part of regular service, at no additional charge to the City beyond the agreed rates.

E. Municipal Facilities – The Contractor shall provide and service the following waste and recycling receptacles at City-owned sites at no additional charge:

- Airport: (1) 2 yd dumpster
- Brewer Library: (3) 95 gallon totes for recycling and (3) 95 gallon totes for waste
- City’s Compost Area of Highway AA: (1) 2 yd dumpster
- Community/Senior Center: (1) 2yd dumpster

- Fire Station: (1) 95 gallon tote/container
- Municipal Building: (1) 2yd recycling and (1) 2yd waste dumpsters
- Public Works – Buildings & Grounds Building: (1) 4yd dumpster
- Public Works – Streets Building: (1) 4yd dumpster
- Wastewater Treatment Plant: (1) 2yd recycling, (1) 2yd waste dumpsters and (2) 95 gallon totes

F. Service Expectations:

- Missed pickups resolved by next day, excluding Sunday
- Public-facing customer service line (8 AM–4:30 PM, M–F)
- Monthly complaint log submission
- Provide and maintain containers
- Immediate cleanup of spills or blown debris
- Provide flyers, notices, and public messaging as needed

3. Deliverables

- Weekly collection schedule and map
- Monthly service and tonnage reports
- Annual audit of route participation
- Annual cart inventory and condition report

4. Term

- 5-Year Term: January 1, 2026 – December 31, 2030

5. Insurance and Indemnification

- General Liability: \$5,000,000 minimum
- Auto Liability: \$1,000,000 minimum
- Workers Compensation: Statutory limits
- Umbrella/Excess Liability: \$2,000,000 minimum
- City named as additional insured; 30-day cancellation notice required
- All liability policies must include a Waiver of Subrogation in favor of the City of Richland Center. The waiver must be explicitly stated on the certificate of insurance and shall apply to all covered losses regardless of fault, to the extent permitted by law.

6. Proposal Requirements

- Cover Letter
- Company Background and Qualifications
- Experience with Wisconsin municipalities
- Work Plan and Customer Service Process
- Detailed Pricing Sheet
- Draft Service Agreement
- References (3 minimum)
- Proof of Insurance
- Description of Equipment and Carts

7. Pricing Format

Proposers must submit per-unit monthly pricing for the following service options:

Garbage	Recycling	Bulk Pickup
Weekly	Biweekly	2x/yr

Include separate pricing for:

- Extra carts (per cart/year)
- Optional yard waste pickup (seasonal or subscription)
- “Walk-up” service (per household/year)

8. Evaluation Criteria

- Cost (30%)
- Experience with similar municipalities (20%)
- Customer Service and Missed Collection Plan (20%)
- Service Enhancements (10%)
- Reporting and Communication Capabilities (10%)
- References and Reputation (10%)

9. Submission Instructions

Please submit one (1) electronic copy in PDF format to:

Darcy Perkins
Municipal Services Specialist
City of Richland Center
Email: Darcy.Perkins@richlandcenterwi.gov

For questions, please contact Darcy Perkins at 608-647-3466 Ext. 202.

Submission Deadline: Proposals must be received by 5:00 PM CST on Friday, August 22, 2025

10. Schedule

Milestone	Date
RFP Issued	August 1, 2025
Proposals Due	August 22, 2025
Finance Committee Review	September 2, 2025
Common Council Award	September 2, 2025
Contract Effective	January 1, 2026

The City reserves the right to reject any or all proposals, to waive informalities, and to award the contract in the best interest of the City. Notification of selection will be distributed by 09/15/2025.